



# CITY OF WEST ST. PAUL

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## Roles and Responsibilities

Date: February 17, 2017

Time: 11:30 AM

Location: Lobby Conference Room

## Agenda:

1. Introductions
2. Review of Home Rule Charter Governance Provisions and EDA Bylaws

*Discussion facilitated by Barb Strandell, What Works Inc. and Kori Land, City Attorney*

- a. Roles and Responsibilities as it relates to Governance Structures (Attorney Land)
  - i. Governance versus Operations
  - ii. Home Rule
  - iii. EDA
  - iv. Open Meeting Law
- b. Norms of Behavior (Barb Strandell)
  - i. Communication pathways and workflow
  - ii. Review sample Norms; identify desired Norms

Break - estimated time 2:15 to 2:30 (Department Directors requested to attend)

3. Review Norms of Behavior status with Department Directors
4. Acknowledge and Affirm City Mission (Barb Strandell)  
"It is the Mission of the City of West St. Paul to promote and preserve a community of excellence by the ethical, responsive, efficient and innovative provision of services"
5. City Visioning Exercise (Barb Strandell)
6. Review and affirm or amend Strategic Priorities (Vision and Values)/Ranking/weighting of each
  - a. Economic and Community Vitality
  - b. Safe and Vibrant Community
  - c. Connected and Thriving Neighborhoods
  - d. Infrastructure and Community Facilities
  - e. Innovative and Governance Excellence
7. Adjourn (estimated time 3:30)  
Next Steps: (future Meeting)
  - a. Draft Norms of Behavior for future Council Consideration
  - b. Draft Vision Statement for future Council Consideration
  - c. Review Capital Improvements Plan/Update
  - d. Review Comprehensive Plan Goals and Priorities

# **CITY CHARTER**

**WEST ST. PAUL, MINNESOTA**



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## CHAPTER I.

### NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

**Sec. 1.01. Name and Boundaries.** The City of West Saint Paul, in the County of Dakota and the State of Minnesota, shall, upon the taking effect of this Charter, continue to be a municipal corporation, under the name and style of the City of West Saint Paul, with the same boundaries as now are or hereafter may be established.

The territory constituting the City of West Saint Paul, with the same boundaries and limits thereof, are as follows:

All of Sections number Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20), and the North one-half (N ½) of Section Twenty-Nine (29) lying north of Mendota Road, and the North one-half (N ½) of Section Thirty (30), and the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼) of Section Seven (7). All in Township 28 North, Range 22, West, of the fourth principal meridian.

**Sec. 1.02. Powers of the City.** The City shall have all powers which it may now or hereafter be possible for a municipal corporation in this State to exercise in harmony with the constitution of this State and of the United States. It is the intention of this Charter that every power which the people of the City of West Saint Paul might lawfully confer upon themselves, as a municipal corporation, by specific enumeration in this Section. This Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the generality of the power herein sought to be conferred.

**Sec. 1.03. Charter a Public Act.** This Charter shall be a public act and need not be pleaded or proved in any case. It shall take effect six (6) months from and after its adoption by the electors.

**Sec. 1.04. Ward Designation.** The said City shall be divided into three (3) wards, to be called the First (1<sup>st</sup>), Second (2<sup>nd</sup>), and Third (3<sup>rd</sup>) wards, limited and bounded as follows:

The First Ward shall be comprised of:

The area north and east of the intersection of the centerlines of South Robert Street and Marie Avenue, and the area south and east of the intersection of the centerlines of Westview Drive and Oakdale Avenue, and the area east of the centerline of Christensen Avenue between Marie Avenue and Westview Drive.

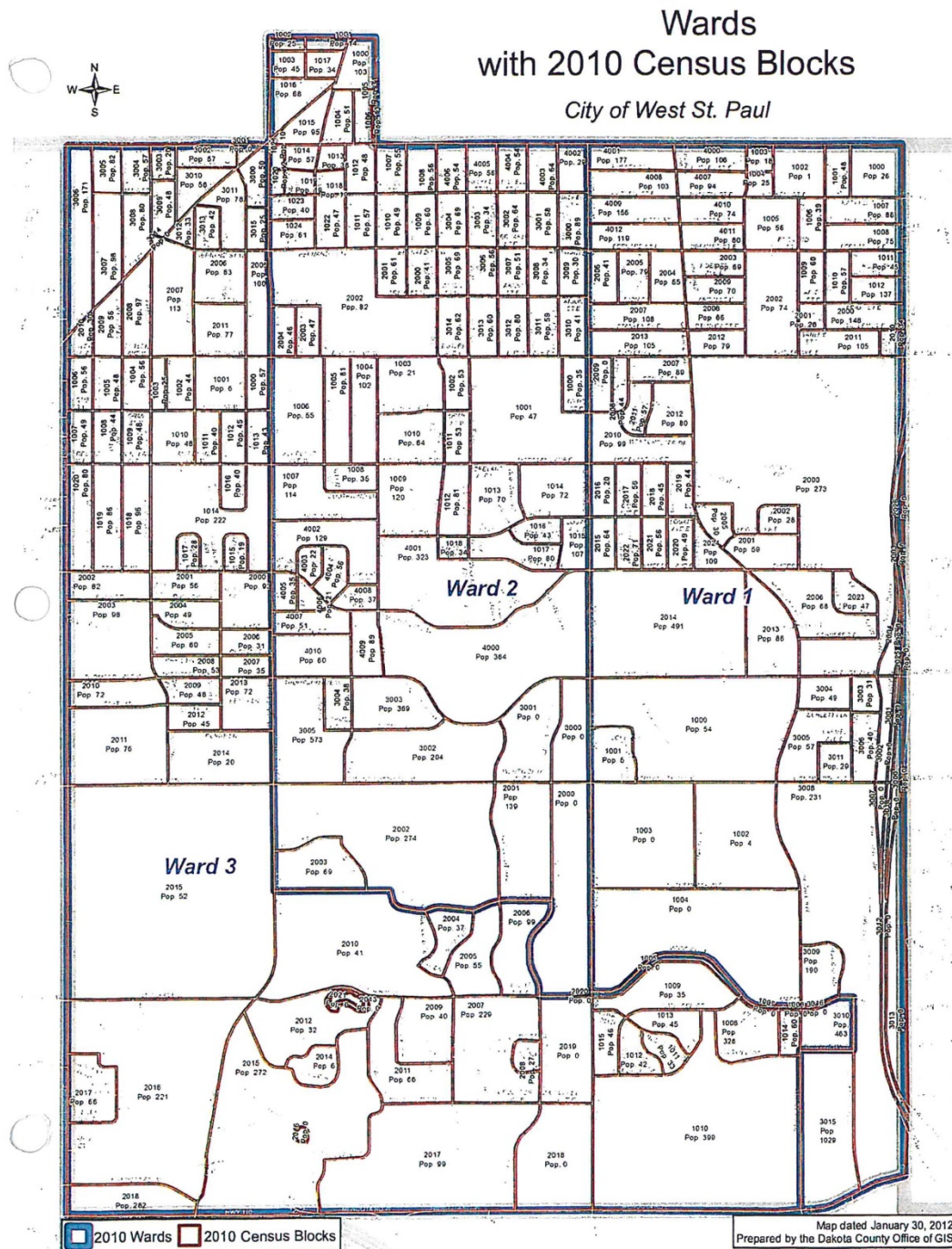
The Second Ward shall be comprised of:

The area between the centerlines of Charlton Street and South Robert Street that is north of the centerline of Kraft Road, and the area that is between the centerlines of Livingston Avenue and South Robert Street north of the centerline of Marie Avenue.

The Third Ward shall be comprised of:

The areas west and south of Wards 1 and 2 not contained therein.

The Wards are depicted on the following map:



(amended Ord. 02-08, amended Ord. 12-05)

**Sec. 1.05. Council Districts.** Said City of West Saint Paul shall be, and is hereby divided into three (3) Council districts, and each ward shall constitute a Council district. Said Council districts shall be numbered to correspond with the number of the wards.

That each of said Council districts, as above defined and constituted, shall form a separate election precinct of said City for the holding of all general elections provided for under the laws of this State, and for the election of all corporate officers provided for in this Charter.

Provided, however that the Council of said City may, by a vote of 5 of the members-elect of said Council, divide such of said Council districts as may contain over four hundred (400) resident electors into two (2) or more election precincts of said district and, from time to time, designate by resolution or ordinance such election precincts as aforesaid as may be deemed necessary, in order to provide for the convenience of the electors. (amended Ord. 96-17, amended Ord. 97-13)

**Sec. 1.06. Charter Commission Membership.** The Commission shall be composed of eleven (11) qualified voters of the City who have been appointed as provided by law. (amended Ord. 04-08, amended Ord. 12-14)



## CHAPTER II.

### FORM OF GOVERNMENT

**Sec. 2.01. Form of Government.** The form of government established by this Charter is the “Council-Manager Plan”. The Council shall exercise the legislative power of the City and determine all matters of policy. The City Manager shall be the head of the administrative branch of the City government and shall be responsible to the Council for the proper administration of all affairs relating to the City.

**Sec. 2.02. Boards and Commissions.** The City Council shall by ordinance, establish a Planning Commission and a Board of Appeals and Adjustments that shall have the powers and duties imposed by the Municipal Planning Act. The City Council may by ordinance, resolution or in any other manner prescribed by state law, create or abolish any other commissions or boards and appoint the members thereof, with advisory power to investigate any subject of interest to the City and to prepare any recommendations for consideration by the City Council. (amended Ord. 12-15)

**Sec. 2.03. Elective Officers.** The Council shall be composed of a Mayor and six (6) Councilpersons. The Mayor shall be a qualified elector. Two Councilpersons shall be elected from each Council district and shall be qualified electors. The Mayor shall be elected for terms of two (2) years, and Councilpersons shall be elected for terms of four (4) years.

**Sec. 2.04. Incompatible Offices.** No member of the Council shall be appointed City Manager, nor shall any member hold any other paid municipal office or employment under the City during the term of office for which he or she was elected. Until 1 year after the expiration of the term as Mayor, no former member shall be appointed to any paid appointive office or employment under the City which office or employment was created or the emoluments of which were increased during the term as Mayor.

**Sec. 2.05. Vacancies in the Council.** A vacancy in the Council shall be deemed to exist in case of the failure of any person elected thereto to qualify as required by law prior to the date of the first meeting of the new Council, or by reason of the death, resignation, removal from office, removal from the City, continuous absence from the City for more than three (3) months, or conviction of a felony under the laws of any State or of the United States (unless restored to full civil rights) of any such persons whether the conviction is before or after the election, or by reason of the failure of any Councilperson without good cause to perform any of the duties of membership in the Council for a period of three (3) months. In each case, the Council shall by resolution declare such vacancy to exist and shall forthwith appoint an eligible person to fill the vacancy until an election is held as provided in this section.

**Subd. 2.** If the vacancy occurs before the first day to file affidavits of candidacy for the next regular election and more than two (2) years remain in the unexpired term, a special election shall be held at the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city

election or when less than two (2) years remain in the unexpired term, there shall be no special election and the appointed person shall serve until the qualification of a successor elected at a regular city election. (amended Ord. 04-09)

**Sec. 2.06. The Mayor.** The Mayor shall be the presiding officer of the Council, except that the Council shall choose from its members a president pro-tem who shall hold office at the pleasure of the Council and shall serve as president in the Mayor's absence and as the Mayor in the case of the Mayor's disability or absence from the City.

**Subd. 1.** The Mayor shall not have a vote as a member of the Council except in the following circumstances:

- a. The case of a tie vote,
- b. The hiring or removal of the City Manager,
- c. The appointment of a person to fill a Council vacancy,
- d. The sale of a public utility,
- e. An amendment to the Charter, or
- f. Otherwise as required by state law.

**Subd. 2.** All ordinances and resolutions, shall, before they take effect, be presented to the Mayor, and if he or she approves thereof he or she shall sign the same. If the Mayor does not sign, he or she shall return the ordinance or resolution to the City Clerk to be presented to the Council at their next regular meeting thereafter. The Mayor shall not have veto power on matters on which he or she has the right to vote. The Mayor may strike and eliminate any line item amount in the city budget or reduce the sum appropriated therefore within five days after Council passage of the budget. Such elimination or reduction of any line item amount shall constitute a veto of the line item and may be reconsidered as provided for in the case of a veto.

Upon the return of any ordinances or resolutions by the Mayor without his or her signature the vote by which the same was passed may be reconsidered, and if after such reconsideration the Council shall pass the same by a vote of five of the members-elect, it shall have the same effect as if approved by the Mayor; and in such case the votes shall be ayes and nays, and shall be entered by the City Clerk on the record.

If any ordinance or resolution shall not be returned by the Mayor within five (5) days (Sundays excepted) after it shall have been presented to him or her, the same shall have the same effect as if approved.

**Subd. 3.** The Mayor shall exercise all other powers and perform all duties conferred and imposed upon the office by this Charter, the ordinances of the City, and the laws of the State. The Mayor shall be recognized as the official head of the City for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the governor for the purposes of martial law.

**Subd. 4.** The Mayor shall study the operations of the city government and shall report to the Council any neglect, dereliction of duty, or waste on the part of any officer or department of

the City. In time of public danger or emergency the Mayor may, with the consent of the Council, take command of the police, maintain order and enforce the law.

(amended Ord. 96-17, amended Ord. 98-01, amended Ord. 14-06)

**Sec. 2.07. Salaries. Subd. 1.** For the faithful discharge of the duties of their respective offices, the elected official shall receive the following salaries: The Mayor \$8,910 per year; each Councilperson \$7,150 per year. The City Manager and all other officers and employees of the City shall receive such salaries or wages as may be fixed by the Council.

**Subd. 2.** Prior to June of every even-numbered year, the Commission shall review and may adopt a charter amendment increasing the salaries of the Mayor and Council. Salary increased shall take effect pursuant to statute.

(amended Ord. 94-11, amended Ord. 99-02, amended Ord. 99-20, amended Ord. 00-10, amended Ord. 02-09, amended Ord. 04-10, amended Ord. 12-16)

**Sec. 2.08. Investigation of City Affairs.** The Council and the City Manager, or either of them, and any officer or officers formally authorized by them, or either of them, shall have power to make investigations into the City's affairs, to subpoena witnesses, administer oaths, and compel the production of books and papers. There shall be an annual audit of the City accounts by a Certified Public Accountant selected by the Council, who shall certify, among other things, that the accounts and records of the City have been maintained in accordance with this Charter and with the Statutes of the State of Minnesota, and that all funds of the City have been handled according to law; a copy of such audit shall be filed with the City Clerk and with the Chairman or Chairwoman of the Charter Commission not later than 30 days after completion of the audit. The Council may at any time and shall upon petition of not less than 100 registered voters of the City provide for an examination or audit of the accounts or financial affairs of the City or of any officer, employee or department of the city government by the State Auditor. The Council may cause to be made any survey or research study of any department of the City or any other matter of municipal concern. (amended Ord. 97-14)

**Sec. 2.09. Interferences with Administration.** Neither the Council nor any of its members shall dictate the appointment of any person to office or employment by the City Manager, or any manner interfere with the City Manager or prevent him or her from exercising judgment in the appointment of officers and employees in the administrative service. Except for the purpose of inquiry the Council and its members shall deal with and control the administrative service solely through the City Manager, and neither the Council or any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately.

**Sec. 2.10. Charter Compliance.** Public officials elected and appointed of the City are bound to uphold the Constitution of the United States, the State of Minnesota, and the Charter of the City of West St. Paul, except when required by superior law, any public official who has been adjudicated of violating the provisions of this Charter may be subject to removal or termination of their public office or position by the District Court. (amended Ord. 98-01)

## CHAPTER III.

### PROCEDURE OF COUNCIL

**Sec. 3.01. Council Meetings.** All meetings of the Council are public meetings, except as otherwise permitted by law. Any person may inspect the minutes and records of the Council meetings at reasonable times and may request copies thereof, pursuant to the Minnesota Government Data Practices Act, or as may be amended.

**Subd. 1. Regular Meetings.** On the first business day of January in the year following a regular municipal election, the Council shall meet at the usual place and time for the holding of Council meetings. At this time, the newly elected members of the Council shall take their oath of office and assume their duties. Thereafter, the Council shall meet at such times each month as may be prescribed by ordinance or resolution.

**Subd. 2. Special Meetings.** The Mayor or any 3 members of the Council may call special meetings of the Council upon at least 3 business days advance written notice to each member of the Council. The written notice must identify who requested the meeting and state the item or items to be discussed at the special meeting.

**Subd. 3. Emergency Meetings.** The Mayor or any three (3) members of the Council may call emergency meetings of the Council upon at least twenty-four (24) hours notice to each member of the Council delivered personally to each member or left at his or her usual place of residence with a responsible person.

(amended Ord. 12-17, amended Ord. 12-18, amended Ord. 14-07, amended Ord. 16-01)

**Sec. 3.02. Secretary of Council.** The City Clerk, or a deputy clerk, shall act as Secretary of the Council, and shall keep a journal of Council proceedings and such other records and perform such other duties as may be required by this Charter or the Council may require. The Council shall choose such other officers and employees as may be necessary to serve at its meetings. In the absence of the City Clerk or deputy, the Council may designate any other official or employee of the City, except the City manager or a member of the Council, to act as secretary to the Council. A deputy clerk shall be authorized to certify Council minutes or extracts therefrom or any other documents relating to City affairs in the same manner and with the same authority as the Clerk.

**Sec. 3.03. Rules of Procedure and Quorum.** The Council shall determine its own rules and order of business. A majority of all members elected shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The Council may by ordinance provide a means by which absent members may be compelled to attend.

**Sec. 3.04. Ordinances, Resolutions, and Motions.** Except as in this Charter otherwise provided, all legislation shall be by ordinance. The Council shall keep a journal of its proceedings and the ayes and nays when taken on any question shall be entered on such journal. Any member of the Council who, being present when his or her name is called, fails to vote up

any pending motion, in a tone plainly understood by the presiding officer, shall be counted as having voted in the negative.

**Subd. 1.** An affirmative vote of a majority of all the members of the Council shall be required for the passage of all ordinances, resolutions and motions, except as otherwise provided in State Law or this Charter.

**Subd. 2.** An affirmative vote of at least 5 members of the Council shall be required for the passage of the certification of the annual levy to the County Auditor or the passage of the annual budget.

**Sec. 3.05. Procedure on Ordinances.** The enacting clause of all ordinances shall be in the words, "The City of West Saint Paul does ordain." Every ordinance shall be presented in writing. No ordinance except an emergency ordinance, shall be passed at the meeting at which it is introduced. At least 1 week prior to the final passage of every ordinance, except an emergency ordinance, a statement of its purpose and the time and place of its consideration shall be published pursuant to state law. (amended Ord. 14-08)

**Sec. 3.06. Emergency Ordinances.** An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined therein and declared in a preamble thereto, and is adopted by a vote of at least 4 members of the Council. No prosecution shall be based upon the provisions of an emergency ordinance until 24 hours after the ordinance has been filed with the City Clerk and until the ordinance has been published, unless the person charged with violation had actual notice of the passage of the ordinance prior to the act or omission complained of.

**Sec. 3.07. Procedure on Resolutions.** Every resolution shall be presented in writing before a vote is taken thereon, unless the written requirement is dispensed with by unanimous consent. (amended Ord. 09-09)

**Sec. 3.08. Signing and Publication of Ordinance and Resolutions.** Every ordinance or resolution passed by the Council shall be signed by the Mayor, attested by the City clerk and filed and preserved. Every ordinance, but only such resolutions as may be designated by the Council, shall be published pursuant to state law. To the extent and in the manner provided by law, an ordinance may incorporate by reference a statute of Minnesota, a State administrative rule or a regulation, a code, or ordinance or part thereof without publishing the material in full. (amended Ord. 14-08)

**Sec. 3.09. When Ordinances and Resolutions Take Effect.** Ordinances and resolutions are effective immediately upon passage and publication unless a later date is stated in the ordinance or resolution. An ordinance adopted by the voters under Chapter V is effective upon its adoption, unless a later date is stated in the ordinance.

**Sec. 3.10. Amendment and Repeal of Ordinances.** Every ordinance repealing a previous ordinance shall give the number, if any, and the title of the ordinance to be repealed. An ordinance amending the City Code or Zoning Ordinance must specify the section or

subdivision to be amended. Such amending ordinance shall indicate new matter by underscoring and matter to be omitted by striking through the omitted matter. Pursuant to Minnesota Statutes, Section 412.191, in the case of a lengthy ordinance, a summary of the ordinance may be published in place of the entire ordinance. (amended Ord. 97-14, amended Ord. 08-27, amended Ord. 14-08)

**Sec. 3.11. Revision and Codification of Ordinances.** The City may revise, rearrange and codify its ordinances with such additions and deletions as may be deemed necessary by the Council. Such ordinances shall be published pursuant to state law. Hard copies of the entire City Code shall be available at the office of the City Clerk for inspection by the general public for free and copies may be made pursuant to the City's adopted fee schedule. (amended Ord. 14-08)

**Sec. 3.12. Code of Ethics.** Within ninety (90) days after taking office, each newly elected City Council shall adopt a Code of Ethics.

## CHAPTER IV.

### NOMINATIONS AND ELECTIONS

**Sec. 4.01. Primary and General Elections.** The Municipal Election Day in the City of West Saint Paul is the first Tuesday after the first Monday in November in even numbered years and municipal officials elected on that date shall take office on the first business day of January next succeeding their election for such term as is provided by law. The municipal primary election day shall be on the day designated by the statutes of the State of Minnesota for Primary Election in each even numbered year. Each City primary election shall be conducted as follows: Any eligible person desirous of having his or her name placed upon the City primary election ballot as a candidate for elective City office shall, within the period of time specified by the statutes of the State of Minnesota relating to municipal elections, file an affidavit in the Office of the City Clerk, stating his or her residence, that he or she is the qualified elector in the City; naming the office for which he or she desires to be a candidate and that he or she has not filed as a candidate for any other office at the same primary election. Upon payment by such candidates of a fee of twenty dollars (\$20.00) to the City Clerk, that officer shall place the name of such candidates upon the City primary ballot without any political party designation except that where only 2 persons have filed for any one office, the names of such persons shall not be placed upon said primary ballot, but shall be placed upon the "General Election Ballot" as the nominee for the office named. Only the names of candidates who have filed, as herein provided, shall be printed on the "Primary Election Ballot" and there shall be no political party designation or mark on such ballot indicative of the source of the candidacy or the support of any candidate. There shall be no blank spaces on such ballots for writing in the names of candidates. Votes cast for any candidate whose name has not been duly placed on such ballot shall not be counted.

The results of the City Primary Election shall be canvassed by the Council. The two (2) candidates for each elective office who receive the highest number of votes shall be the nominees for the office named and their names shall be certified to the City Clerk who shall place them on the "City General Election Ballot" without partisan designation.

When a vacancy occurs in any nomination made at the "City Primary Election" such vacancy may be filled by petition as provided by law. No candidate defeated at the "City Primary Election" shall be eligible for nomination by petition for the same office in that year.

Except as herein regulated or otherwise provided, the "City Primary Election Law" which so far as practicable, is hereby adopted as a part hereof the same as if specifically set forth herein.

**Sec. 4.02. Officers to be Elected and Terms of Office.** At each General City Election a Mayor shall be elected at large for a term of two (2) years and until his or her successor is elected and qualifies, and one (1) Councilperson shall be elected from each Ward for a term of four (4) years and until his or her successor is elected and qualifies; provided, however, that at the first election held after the adoption of this Charter Amendment, two (2) Councilpersons shall be elected from each Ward and each candidate having the highest number of votes in each district shall be elected for a term of four (4) years and until his or her successor is elected and qualifies,

and each candidate having the next highest number of votes in each district shall be elected for a term of two (2) years and until his or her successor is elected and qualifies.

**Sec. 4.03. Officers: How Elected.** The Mayor shall be elected by and from the body of electors of said City, and two (2) Councilpersons shall be elected by and from the electors of each Ward respectively.

**Sec. 4.04. Official Year.** The official year of the City shall begin on the first business day of January.

**Sec. 4.05. Councilperson - Qualifications.** Every Councilperson at the time of election shall be, and during his or her term of office shall remain a qualified elector and resident of the Ward by which he or she was elected, and no Councilperson shall, during the term of office for which he or she is elected, hold any other paid City office.

**Sec. 4.06. Notice of Election - By the City Clerk.** The City Clerk at least two (2) weeks before the holding of any General and Special City Elections shall give public notice of the time and place of holding such election, and the hours during which the polls will be open, by posting a notice in each precinct of every district, containing a list of officers to be elected at such election, and by publication at least once in the official newspaper; provided that failure of the City Clerk to give such notice shall not invalidate an election.

**Sec. 4.07. Canvass of Election.** All general laws of the State of Minnesota relating to elections, and preliminaries thereto, shall so far as applicable, apply to and govern all elections under the Charter, and are hereby adopted as a part of this Charter the same as if herein specifically enacted.

The Council shall meet and canvass the election returns between the third and tenth day after any municipal election, and shall make full declaration of the results as soon as possible, and file a statement thereof with the City Clerk.

This statement shall include:

(a) The total number of good ballots cast; (b) the total number of spoiled or defective ballots; (c) the vote for each candidate, with an indication of those who were elected; and (d) such other information as may seem pertinent. The City Clerk shall forthwith notify all persons elected of their election.

(amended Ord. 14-09)

**Sec. 4.08. Special Elections.** The Council may by resolution adopted by majority vote of the members elect, order a Special Election by the electors of the City, and provide for holding the same. The procedure at such election shall conform as nearly as possible to that prescribed for other municipal elections. The purpose of such Special Election shall be clearly stated in such resolution, and no other matter shall be submitted thereat.



## CHAPTER V.

### INITIATIVE AND REFERENDUM

**Sec. 5.01. Powers Reserved by the People.** The people of West Saint Paul reserve to themselves the power, in accordance with the provisions of this Charter, to initiate and adopt any ordinance, except an ordinance appropriating money or authorizing the levy of taxes, and to require any ordinance or resolution when passed by the Council to be referred to the electors for approval or disapproval. These powers shall be called the initiative, and the referendum, respectively.

**Sec. 5.02. Expenditures by Petitioners.** No member of any initiative, or referendum committee, no circulator or a signature paper, and no signer of any such paper, or any other person, shall accept or offer any reward, pecuniary or otherwise, for service rendered in connection with the circulation thereof, but this shall not prevent the committee from paying for legal advice and from incurring expenses for stationery, copying, printing and notaries' fees. Any violation of the provisions of this section is a misdemeanor.

**Sec. 5.03. Further Regulations.** The Council may provide by ordinance for such further regulations for the initiative, and referendum not inconsistent with this Charter, or in limitation of this Charter, as it deems necessary.

#### **Initiative**

**Sec. 5.04. Initiation of Measures.** Any 5 registered electors may form themselves into a committee for the initiation of any ordinance except as provided in Section 5.01. Before circulating any petition, they shall file a verified copy of their proposed ordinance with the City Clerk together with their names and addresses as members of such committee. They shall also attach a verified copy of the proposed ordinance to each of the signature papers herein described, together with their names and addresses as sponsors therefore.

**Sec. 5.05. Form of Petition and of Signature Papers.** The petition for the adoption of any ordinance shall consist of the ordinance, together with all the signature papers and affidavits thereto attached. Such petition shall not be complete unless signed by a number of registered electors equal to at least ten percent (10%) of the total number of votes cast at the last preceding regular municipal election. All signatures need not be on 1 signature paper, but the circulator of every such paper shall make an affidavit that each signature appended to the paper is genuine signature of the person whose name it purports to be. Each signature paper shall be in substantially the following form:

### **Initiative Petition**

Proposing an Ordinance to \_\_\_\_\_ (stating the purpose of the Ordinance), a copy of which Ordinance is hereto attached. This Ordinance is sponsored by the following committee of registered electors:

	<u>Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

The undersigned registered elector, understanding the terms and the nature of Ordinance hereto attached, petition the Council for its adoption or in lieu thereof, for its submission to the electors for their approval.

<u>Name</u>	<u>Address</u>
_____	_____

adding as many more lines as are necessary so that all petitioners when totaled will equal not less than ten percent (10%) of the total number of votes cast at the last preceding regular municipal election.

At the end of the list of signatures shall be appended the affidavit of the circulator mentioned above.

**Sec. 5.06. Filing of Petitions and Action Thereon.** All the signature papers shall be filed in the office of the City Clerk as 1 instrument. Within five (5) days after the filing of the petition, the City Clerk shall ascertain by examination the numbers of electors whose signatures are appended thereto and whether this number is at least ten percent (10%) of the total number of electors who cast their votes at the last preceding regular municipal election. If he or she finds the petition insufficient or irregular, the Clerk shall at once notify one or more of the committees or sponsors of that fact, certifying the reason for the finding. The committee shall then be given thirty (30) days in which to file additional signature papers and to correct the petition in all other particulars. If at the end of that period, the petition is found to be still insufficient or irregular, the Clerk shall file it in the office and shall notify each member of the committee of that fact. The final finding of the insufficiency or irregularity of a petition shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the ordinance to the electors at the next regular or any special election at its option.

**Sec. 5.07. Action of Council on Petition.** When the petition is found to be sufficient, the City Clerk shall so certify to the Council at its next meeting, stating the number of petitions and the percentage of the total number of electors which they constitute, and the Council shall at once read the ordinance and refer it to an appropriate committee, which may be a committee of

the whole. The committee or Council shall thereupon provide for public hearings upon the ordinance, after the holding of which the ordinance shall be finally acted upon by the Council not later than sixty-five (65) days after the date upon which it was submitted to the Council by the City Clerk. If the Council fails to pass the proposed ordinance, or passes it in a form different from that set forth in the petition and unsatisfactory to the petitioners, the proposed ordinance shall be submitted by the Council to the vote of the electors at the next regular municipal election; but if the number of signers of the petition is equal to at least fifteen percent (15%) of the total number of electors voting at the last regular municipal election, the Council shall call a special election upon the measure. Such special election shall be held not less than thirty (30) days nor more than forty-five (45) days from the date of final action on the ordinance by the Council or after the expiration of sixty-five (65) days from the date of submission to the Council when there has been no final action; but if a regular election is to occur within three (3) months, the Council may submit the ordinance at that election. If the Council passes the proposed ordinance with amendments and at least 4/5 of the committee of petitioners do not express their dissatisfaction with such amended form by a statement filed with the City Clerk within ten (10) days of the passage thereof by the Council, the ordinance need not be submitted to the electors.

**Sec. 5.08. Initiative Ballots.** The ballots used when voting upon any such proposed ordinance shall state the substance of the ordinance and shall give the electors the opportunity to vote either “yes” or “no” on the question of adoption. If a majority of the electors voting on any such ordinance vote in favor of it, it shall thereupon become an ordinance of the City. Any number of proposed ordinances may be voted upon at the same election but the elector shall be allowed to vote for or against each separately. In case of inconsistency between two initiated ordinances approved at one election, the one approved by the higher percentage of electors voting on the question shall prevail to the extent of the inconsistency.

**Sec. 5.09. Initiation of Charter Amendments.** Nothing in this Charter contained shall be construed as in any way affecting the right of the electors under the constitution and statutes of Minnesota to proposed amendments to this Charter.

### **Referendum**

**Sec. 5.10. The Referendum.** If within thirty (30) days of the effective date of any ordinance or resolution a petition signed by registered electors of the City equal in number to ten percent (10%) of the total vote at the last regular municipal election is filed with the City Clerk requesting that any such ordinance or resolution be repealed or rescinded or be submitted to a vote of the electors, the ordinance or resolution shall thereby be prevented from going into operation. All the signature papers shall be filed in the office of the City Clerk as one instrument. Within five (5) days, excluding Saturdays, Sundays and legal holidays, after the filing of the petition, the City Clerk shall ascertain by examination the numbers of registered electors whose signatures are appended thereto and whether this number is at least ten percent (10%) of the total number of electors who cast their votes at the last preceding regular municipal election. The Council shall thereupon reconsider the ordinance or resolution at its next regular meeting, and either repeal or rescind it or reaffirm the ordinance or resolution as passed. In the latter case, the Council shall immediately order a special election to be held thereon, or submit the ordinance or resolution at the next regular municipal election, pending which the ordinance or resolution shall

remain suspended. If a majority of the electors voting thereon is opposed to the ordinance or resolution, it shall not become effective; but if a majority of the electors voting thereon favors the ordinance or resolution, it shall go into effect immediately. (amended Ord. 97-16, amended Ord. 99-21)

**Sec. 5.11. Referendum Petitions.** The requirements laid down in Sections 5.04 and 5.05 above as to the formation of committees for the initiation of ordinances and as to the form of petitions and signature papers shall apply to the referendum as far as possible, but with such verbal changes as may be necessary. A referendum petition shall read substantially as follows:

### **REFERENDUM PETITION**

Proposing the repeal of an ordinance or rescission of a resolution to \_\_\_\_\_(stating the purpose of the ordinance or resolution) a copy of which ordinance or resolution is hereto attached. The proposed repeal or rescission is sponsored by the following committee of registered electors:

	NAME	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

The undersigned petitioners, understanding the nature of the ordinance or resolution hereto attached and believing it to be detrimental to the welfare of the City petition the Council for its submission to a vote of the electors for their approval or disapproval.

PRINTED NAME

SIGNATURE

ADDRESS

Last, First, Middle Initial  
or as appears on the Voter  
Registration Card

\_\_\_\_\_

Adding as many lines and pages as are necessary so that all petitioners and petitions when totaled will equal not less than ten percent (10%) of the total number of votes cast at the last preceding regular municipal election.

(amended Ord. 97-14, amended Ord. 99-22)

**Sec. 5.12. Referendum Ballots.** The form of the ballots used in any referendum election shall conform to the rules laid down in Section 5.08 of this Charter for initiative ballots.

**Sec. 5.13. Recall Elections.** The holder of any elective office, in the City of West St. Paul, may be removed at any time for malfeasance or nonfeasance in office by the electors qualified to vote for a successor of such incumbent, in the following manner:

**Subd. 1.** A petition signed by such electors equal in number to at least fifteen percent (15%) of the currently registered voters; in the case of Mayor, those registered voters in all Wards; in the case of Councilperson, those registered voters in his/her own Ward, demanding a special election determine whether the person named therein shall be recalled, and to elect a successor of the person sought to be removed, shall be filed with the Clerk. The petition shall contain a general statement, in not more than two hundred words, of the specific grounds on which the removal is sought. The signatures to the petition need not all be appended to one paper, but each signer shall state his or her place of residence and street number. One of the signers of each such paper shall make an oath that the signatures therein made are true, as he or she believes and that each signature to the paper appended is the genuine signature of the person whose signature it purports to be.

**Subd. 2.** The signatures gathered for such petition, must be obtained within a period of thirty (30) days from the date of the first signature.

**Subd. 3.** Within ten (10) days from the date of filing such petition, the Clerk shall ascertain from the voters register whether or not said petition is signed by the requisite number of qualified electors. The Clerk shall attach to the petition the certificate showing the result of the examination. If, by the Clerk's certificate, the petition is shown to be insufficient, it may be amended within ten (10) days from the date of said Clerk's certificate. The Clerk shall, within ten days after such amendment make a similar examination of the amended petition, and if the certificate shall show the same to be insufficient, it shall be returned to the person filing the same, without prejudice, however, to filing of a new petition to the same effect. If the petition is deemed sufficient, the Clerk shall submit the same to the Council without delay, and thereupon the Council shall order the same filed, and a copy thereof delivered to the person sought to be recalled.

**Subd. 4.** Within ten (10) days after the filing of said petition, the Council shall fix a date for holding said special election not less than thirty (30) days, nor more than forty (40) days, from the date of said filing. In the published call for the election, there shall be printed in not more than two hundred (200) words, the reasons for demanding the recall of the officer, as set forth in the recall petition, and in said call, in not more than two hundred (200) words, the officer may justify his or her course in office.

**Subd. 5.** Any qualified elector of the electoral district may file in the same manner as for any City election for the office which may be filled at any recall election.

**Subd. 6.** Except as herein otherwise provided, such special election shall be conducted, returned, and the result thereof declared, in all respects as are general municipal elections. There shall be placed on the recall ballot or voting machine, as to every officer whose recall is to be voted on thereat, the following question: "Shall (name of the person against whom the recall petition is filed) be recalled from the office of (title of office)?" Following which question shall

be the words “Yes” and “No.” On such ballots or voting machines following each such question, there shall also be printed the names of those persons who have been nominated as candidates to succeed the person recalled in the case he or she shall be removed from office by said recall election. The name of the person against whom the petition is filed shall not appear on the ballot as a candidate for the office. If a majority of those voting on the question of the recall of any incumbent from office, shall vote “No,” said incumbent shall continue in office. If a majority shall vote “Yes,” said incumbent shall be deemed removed therefrom upon the qualification of his or her successor. If the vote at any such recall election shall recall the officer then the candidate who has received the highest number of votes for the office shall thereby be elected and shall hold office for the unexpired term.

**Subd. 7.** No recall petition shall be filed against any officer until he or she has actually held his or her office for at least six (6) months. No person who has been recalled from office, or who has resigned from such office while recall proceedings were pending against him or her, shall be elected or appointed to any office in the City within one year after such recall or resignation. Should any person resign from office while recall proceedings are pending against him or her, the election provided for herein shall be called and proceeded with but shall be limited to the purpose of electing his or her successor in office.

**Subd. 8.** If a majority of the Council shall fail or refuse to act in such recall proceedings, compliance with the provisions of this section may be enforced by proceedings in the district court of Dakota County at the suit of any citizen of this City.

## CHAPTER VI.

### ADMINISTRATION OF CITY AFFAIRS

**Sec. 6.01. The City Manager.** The City Manager shall be the chief administrative officer of the City. The Manager shall be chosen by the Council solely on the basis of experience and professional qualifications. He or she need not be a resident of the City, but shall be a citizen of the United States. The City Manager shall be appointed by the Council for an indefinite term and may be removed by the Council at any time during the first year of service; but after he or she has served as City manager for one (1) year, he or she can be removed, discharged, or suspended without pay for not in excess of thirty (30) days, at any time by the affirmative vote of a majority of the Council. In case of any such action by the Council, the City Manager may, within fifteen (15) days after notice of removal, discharge or suspension, make demand on the City Clerk for written charges specifying the grounds for such removal, discharge or suspension, and a public hearing shall be held by the City Council thereon within ten (10) days of the written request by the City Manager and until such hearing is held, the proposed removal, discharge or suspension shall not take effect. If such hearing is demanded and is held, the Council shall have unlimited discretion either to reinstate the City Manager and revoke any suspension or make his or her removal or discharge final. Pending such hearing and removal or discharge, the Council may suspend the City Manager from office without pay for not more than thirty (30) days. During the absence, disability or suspension without pay of the City Manager, or during such time as the office of City Manager may be vacant, the Council may designate, on a temporary basis, some properly qualified person to perform the duties of the City Manager.

#### **Sec. 6.02. Powers and Duties of the City Manager.**

**Subd. 1.** Subject to the provisions of this Charter and any Council regulations consistent therewith, the City Manager shall manage, control and direct the administration of the City's affairs. The Manager shall have the powers and duties set forth in the following subdivision.

**Subd. 2.** The Manager shall see that this Charter and laws, ordinances and resolutions of the City are enforced.

**Subd. 3.** Except for the City Attorney who shall be selected, appointed, and removed by the Council, the City Manager shall appoint, promote and remove, upon the basis of merit and fitness the City Clerk, all heads of departments and all subordinate officers and employees in the departments. No subordinate officer or employee of the City shall be discharged from his or her employment unless and until such employee has had a hearing by the Council if such employee requests the hearing within fifteen (15) days of the effective date of such discharge or such greater period as may be specified in any contract with the City covering such employee.

**Subd. 4.** The Manager shall exercise full control over all departments and divisions of the City administration created by this Charter or by the Council pursuant to this Charter. Except as provided by the Statutes of the State of Minnesota or by other specific provisions of this Charter, the Manager shall exercise full control over all departments and divisions of the City Administration created by this Charter or by the Council pursuant to this Charter.

**Subd. 5.** Except for such meetings of the Council at which his or her removal, discharge or suspension is to be considered, he or she shall attend all meetings of the Council and shall have the right to take part in the discussion at any meeting of the Council, but he or she shall not have the right to vote thereat.

**Subd. 6.** The Manager shall make written recommendations to the Council for adoption of such measures as he or she may deem necessary for the City or the welfare of its people or the efficient administration of the City's affairs.

**Subd. 7.** The Manager shall see that the Council is kept informed at least quarterly as to the Financial condition of the City and its fiscal needs. The Manager shall prepare and submit to the Council not later than the first regular meeting of the council in September of each year for annual budget for the operation of the City and the conduct of its affairs for the ensuing calendar year.

**Subd. 8.** The Manager shall review the administrative code from time-to-time and shall make recommendations to the Council respecting amendments thereto which he or she deems appropriate.

**Subd. 9.** The Manager shall perform such other or further duties as may be prescribed by this Charter or by law or required by ordinance or resolution adopted by the Council not inconsistent with the provisions of this Charter.

**Sec. 6.03. Department of Administration.** The Council shall in conjunction with the City Manager, prepare a complete administrative code for the City and enact it in the form of an ordinance, which may be amended from time to time by ordinances; but in so doing, the Council may not create any department, division, bureau or position for the administration of the City's affairs contrary to the provision of this Charter.

**Sec. 6.04. Subordinate Officers.** Except as otherwise herein provided, there shall be a City Clerk, a City Treasurer, and such other officers subordinate to the City Manager as the Council may create by ordinance. The City Clerk shall be subject to the direction of the City Manager, and shall have such duties in connection with the keeping of the public records and the general administration of the City's affairs as is prescribed in the administrative code. The City Treasurer shall be subject to the direction of the City Manager and shall have the custody and disbursement of the public funds. Except for those offices specified in this Charter, the Council may by ordinance abolish any office or combine the duties of various offices which have been created by ordinance prior to the adoption of this Charter.

**Sec. 6.05. Purchases and Contracts.** The City Manager shall be the chief purchasing agent of the City. All City purchases and contracts shall be made and signed by the City Manager when the amount of the purchase or contract does not exceed \$25,000. All purchases and contracts that exceed \$25,000 shall be approved by the Council after the recommendation of the City Manager has first been obtained and shall be signed by the Mayor and the City Manager on behalf of the City. (amended Ord. 00-11, amended Ord. 05-09, amended Ord. 08-28)



## **Sec. 6.06. Contracts: How Let.**

**Subd. 1. General Rule.** For the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property where the amount involved is more than \$50,000.00, unless the Council shall by emergency ordinance otherwise provide, the City Manager shall advertise for bids in such manner as may be required by law. Contracts of this magnitude shall be let only by the Council to the lowest responsible bidder after consideration of the recommendation of the City Manager. The Council shall require every bid to be accompanied by a bond or certified check in such sums and with such surety and conditioned as the Council may prescribe. The Council may however, reject any and all bids.

**Subd. 2. Exceptions.** It is not necessary for the Council to advertise for bids for the following contracts:

- (a) Professional services such as, but not limited to engineers, attorneys, architects, or accountants;
- (b) The purchase or lease of real estate;
- (c) Insurance contracts;
- (d) When the City is using a reverse auction or electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest selling price in an open and interactive environment;
- (e) When the City is using an electronic sale of surplus supplies, materials, and equipment in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

Subject to the provisions of this Charter, the Council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(amended Ord. 99-23, amended Ord. 05-10, amended Ord. 09-05)

**Sec. 6.07. Labor Contracts.** The City Manager is responsible for negotiating contracts with the City officers and employees or their bargaining agents to extend for an appropriate term and shall submit the final agreement to the City Council for approval.

## CHAPTER VII.

### TAXATION AND FINANCES

**Sec. 7.01. Council to Control Finances.** The Council shall have full authority over the financial affairs of the City, and shall provide for the collection of all revenues and other assets, the auditing and settlement of accounts, and the safekeeping and disbursements of public monies, and in the exercise of a sound discretion, shall make appropriations for the required payment of all determined liabilities and necessary expenses. (amended Ord. 98-01)

**Sec. 7.02. Fiscal Year.** The fiscal year of the City shall be the calendar year.

**Sec. 7.03. System of Taxation.** Subject to the State Constitution, and except as forbidden by it or by state legislation, the Council shall have full power to provide by ordinance for a system of local taxation. In the taxation of real and personal property as such, the City shall conform as fully as possible to the general State Law as to the assessment of such property and the collection of such taxes.

**Sec. 7.04. Preparation of the Annual Budget.** The City Manager shall prepare the annual budget. The budget shall include all the finds of the City. The estimates of revenues and expenditures for each fund budgeted shall be shown for each department, division or function of the City. The budget must show comparative figures for the current fiscal year, actual and estimated, and actual figures for the 2 preceding fiscal years. The budget shall contain sufficient detail to be readily understood.

The estimates shall be submitted to the Council no later than its first regular meeting in September and shall be made public. The City Manager may submit with the estimates such explanatory statement or statements as may be deemed necessary.

(amended Ord. 97-14, amended Ord. 09-09, amended Ord. 12-21)

**Sec. 7.05. Passage of the Budget.** The Council must, by a budget resolution, adopt the budget at the time required by law. The budget is the principal item of business at regular Council meetings at the times required by law and at subsequent meetings until the budget is adopted. The consideration of the budget by the Council must be conducted in a manner to give citizens an opportunity to be heard. The City Manager must review the budget in the detail requested by the Council. The adopted budget must set forth in detail the financial plan of the City for the ensuing fiscal year. The sum appropriated by the budget may not exceed the estimated revenues together with other available funds on hand to fund the expenditures. The Council must levy sufficient taxes to provide adequate resources for the budgeted expenditures in the next ensuing fiscal year. The tax levy resolution must be certified to the county auditor in accordance with law. The sums fixed in the budget resolution are appropriated for the purposes identified in the budget resolution. (amended Ord. 97-14, amended Ord. 09-09, amended Ord. 12-22)

**Sec. 7.06. Enforcement of the Budget.** The City Manager shall enforce the budget in accordance with the City Council budget resolutions and other financial policies of the City. No officer or employee of the City shall place any order or make any purchase except for a purpose authorized in the budget resolution and for the amount authorized in the budget resolution. Any obligation incurred by any officer or City employee for any purpose not authorized in the budget resolution or for any amount in excess of the amount authorized shall be a personal obligation upon the person incurring the expenditure. (amended Ord. 97-14, amended Ord. 09-18)

**Sec. 7.07. Alterations in the Budget.** The Council may not increase the amounts appropriated in the budget resolution beyond the estimated revenues, except to the extent that realized revenues exceed the estimated revenues. The Council may by resolution reduce an appropriation in the budget. The Council may by resolution authorize the transfer of sums from unencumbered appropriations in the budget to other purposes. (amended Ord. 97-14, amended Ord. 99-24, amended Ord. 12-23)

**Sec. 7.08. Emergency Appropriation in Budget.** Repealed (Ord. 12-24)

**Sec. 7.09. Disbursements: How Made.**

**Subd. 1.** All disbursements shall be made only upon the order of the City Manager or designees, who have been duly authorized by a resolution or motion of the Council, in accordance with federal or state law, ordinance, or City Council resolutions and regulations. The City Treasurer shall issue no check upon any city funds except upon such order. In the discretion of the Council the order and check may be a single instrument. No claim against the City shall be allowed unless accompanied by either an itemized bill, or a payroll, or time sheet, each of which shall be approved and signed by the appropriate Department Head and the Finance Director who vouches for the correctness and reasonableness thereof. The Council may by ordinance or resolution, make additional regulations for the safekeeping and disbursement of the City funds and shall annually adopt a resolution that authorizes an appropriate expenditure amount by designees. The Council may provide for the regular payment without specific individual authorization by the Council of salaries and wages of regular employees, laborers, and fixed charges which have previously duly and regularly incurred.

**Subd. 2. Limitations on Property Tax Levy.** Repealed.

(amended Ord. 97-14, amended Ord. 01-16, amended Ord. 04-11, amended Ord. 09-09, amended Ord. 12-25)

**Sec. 7.10. Funds to be Kept.** There must be maintained in the city treasury a general fund and the funds required by law, ordinance, the budget resolution or other resolution. (amended Ord. 97-14, amended Ord. 99-25, amended Ord. 09-09, amended Ord. 12-26)

**Sec. 7.11. Accounts and Reports.** The City Manager shall see to it that the Finance Director shall submit such reports as will be necessary in order to keep the Council fully informed of the financial conditions of the City. Once each year within 180 days after the close of the fiscal year, the Finance Director shall submit to the Council a financial report covering the

City's operations during the preceding fiscal year. The report shall contain audited financial statements and disclosures which present the City's financial position and the results of the City operations in conformance with generally accepted accounting principals. (amended Ord. 97-14)

**Sec. 7.12. City Indebtedness.** Except as provided in Sec. 7.13 and 7.14, debt issued pursuant to Minnesota Statutes Chapter 429, Capital Note debt, revenue bonds or debt for the construction of public facilities that are necessary for the essential functions of the City, no obligations shall be issued to pay current expenses but the Council may, when authorized to do so by a majority of the electors of the City voting thereon at a general or special election, issue and sell obligations for any other municipal purpose in accordance with law and within the limits prescribed by law. (amended Ord. 97-14)

**Sec. 7.13. Tax Anticipation Certificates.** At any time after January 1, following the making of an annual tax levy, the Council may issue certificates of indebtedness in anticipation of the collection of taxes levied for any fund and not yet collected. The total amount of certificates issued against any fund for any year with interest thereon until maturity shall not exceed 50% of the total current taxes for the fund uncollected at the time of issuance plus the cash on hand in the fund. Such certificates shall be issued on such terms and conditions as the Council may determine but they shall become due and payable not later than the last day of the year of their issuance. The proceeds of the tax levied for the fund against which tax anticipation certificates are issued and the full faith and credit of the City shall be irrevocably pledged for the redemption of the certificates in the order of their issuance against the fund. (amended Ord. 97-14)

**Sec. 7.14. Emergency Debt Certificates.** If in any year the receipts from taxes or other sources should from some unforeseen cause become insufficient for the ordinary expenses of the City; or if any calamity or other public emergency should subject the City to the necessity of making extra-ordinary expenditures, the Council may by ordinance, issue and sell certificates. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing an issue of such emergency debt certificates shall state the nature of the emergency and be approved by at least 5 members of the Council. It may be passed as an emergency ordinance. (amended Ord. 97-14)

## **CHAPTER VIII.**

### **PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS**

**Sec. 8.01. Power to Make Improvements and Levy Assessments.** The City may make any type of public improvement not prohibited by law and may levy special assessments to pay all or part of the costs that are of local character. Special assessments must be levied according to state law. (amended Ord. 12-19)

**Sec. 8.02. Assessments for Services.** The Council may provide by ordinance that the cost of City services to streets, sidewalks or other public or private property may be assessed against the property served and collected in the same manner as special assessments. (amended Ord. 12-19)

## **CHAPTER IX.**

### **EMINENT DOMAIN**

**Sec. 9.01. Power to Acquire Property.** The City may acquire, by purchase, gift, devise, or condemnation, any property, within or without its corporate boundaries which may be needed by the City for any public use or purpose. When requiring property by the power of eminent domain, the City shall do so in the manner provided by state and federal law. (amended Ord. 12-20)

## CHAPTER X.

### FRANCHISES

**Sec. 10.01. Franchise Required.** Except as otherwise provided by law, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon, or under any street or public place for the purpose of operating a public utility or for any other purpose, without a franchise therefor from the City. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the clerk to guarantee publication before the ordinance is passed.

**Sec. 10.02. Term.** No perpetual franchise shall ever be granted. No franchise for a term exceeding twenty (20) years shall be effective until approved by a majority of the electors voting thereon.

**Sec. 10.03. Public Hearings.** Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the Council, the Council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the official newspaper not less than ten (10) days prior to the date of the hearing.

**Sec. 10.04. Power of Regulation Reserve.** Subject to any applicable law, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable law, ordinance, or regulation or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

**Sec. 10.05. Renewals or Extension.** Every extension, renewal or modification of any existing franchise or of any franchise granted hereafter shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

## CHAPTER XI.

### PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

**Sec. 11.01. Acquisition and Operation of Utilities.** The City may own and operate or contract for any gas, water, heat, power, light, telephone or other public utility service for supplying its own needs for utility or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose and may acquire any existing utility properties so needed; but no proceedings to acquire any such public property shall be consummated unless the City has the money in the treasury to pay for acquisition or has made provision for paying for the property proposed to be acquired. The operation of all public utilities owned by the City shall be under the supervision of the City Manager.

**Sec. 11.02 Rate and Finances.** Upon recommendations made by the City Manager, or upon its own motion, the Council shall fix rates, fares and prices, for municipal utilities but such rates, fares and prices shall be just and reasonable. In like manner, the Council may prescribe the time and manner in which payments for all such services shall be made, and may make such other regulations as may be necessary and prescribed penalties for violation of such regulations.

**Sec. 11.03. Purchase in Bulk.** The Council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix.

**Sec. 11.04. Lease of Plant.** The Council may, if the public interest will be served thereby, contract with any responsible person, co-partnership, or corporation for the operation of any utility owned by the City upon such rentals and conditions as it may deem necessary; but such contract shall be embodied in and let only by an ordinance approved by 4 members of the Council and subject to popular referendum. Such ordinance shall not be an emergency ordinance. In no case shall such contract be for a longer term than 10 years.

**Sec. 11.05. Public Utility: How Sold.** No public utility owned by the City shall be sold or otherwise disposed of by the City unless deemed to be in the best interest of the citizens and unless the full terms of the proposition of sale or other disposition are embodied in an ordinance approved by a unanimous vote by all members of the Council. In case of a water works or light plant, any sale, lease or abandonment shall be subject, in addition, to the requirements of state law. (amended Ord. 00-34)



## CHAPTER XII.

### MISCELLANEOUS AND TRANSITORY PROVISIONS

**Sec. 12.01. Official Publications.** The Council shall biennially designate a legal newspaper of general circulation in the City as its official newspaper in which shall be published all ordinances, resolutions and other matters required by law to be so published as well as other matters as the Council may deem it in the public interest to have published in this manner. In the case of lengthy ordinances, or ordinances which include charts or maps which would be expensive to publish, if the City Council determines that publication of the title and summary of that ordinance would clearly inform the public of the intent and effect of that ordinance., the Council may by 5 votes of its members direct that only the title and summary of the ordinance be published in conformity with the provisions of Sections 412.191, subd. 4 and 331.A01, subd. 10 of the Minnesota Statutes. (amended Ord. 97-21)

**Sec. 12.02. Oath of Office.** Every officer of the City shall, before entering upon the duties of office, take and subscribe an oath of office in substantially the following form: “I do solemnly swear (or reaffirm) to support the Constitution of the United States and of this State and discharge faithfully the duties of my office as (Mayor, Councilperson, City Manager, etc.) of the City of West Saint Paul to the best of my judgment and ability.”

**Sec. 12.03. City Officers not to be Interested in Contract.** Except as otherwise permitted by law, no officer of the City who is authorized to take part in any manner in any contract with the City shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

**Sec. 12.04. Official Bonds.** The City Manager, the City Clerk, the City Treasurer, and such other officers or employees of the City as may be provided for by ordinance shall each before entering upon the duties of his or her respective office or employment, give a corporate surety bond to the City in such form and in such amount as may be fixed by the Council as security for the faithful performance of official duties and the safekeeping of the public funds. Such bonds may be either individual or blanket bond in the discretion of the Council. They shall be approved as to form by the City Attorney, and approved by the City Council, and filed with the City Clerk. The provisions of the laws of the state relating to official bonds not inconsistent with this Charter shall be complied with. The premiums on such bonds shall be paid by the City.

**Sec. 12.05. Sales of Real Property.** No real property of the City shall be disposed of except by ordinance. The proceeds of any sales of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the City in the purchase, construction, or improvement of other property used for the same public purpose.

**Sec. 12.06. Vacation of Streets.** The Council may by ordinance approved by at least 4 members of the Council, vacate any street or alley or part thereof within the City. Such vacation may be made only after published notice and an opportunity for affected property owners and public to be heard, and upon such further terms and by such procedure as the Council by

ordinance may prescribe. A notice of completion of such proceedings shall be filed with the proper county officers in accordance with law.

**Sec. 12.07. Statutes Not Affected by Charter.** All general laws and statutes of the State, as the same now exist, applicable to all cities operating under home rule charter, or applicable to cities of the same class as the City of West Saint Paul operating under home rule charters, and not inconsistent with the provisions of this Charter, shall apply to the City of West Saint Paul, and shall be construed as supplementary to the provisions of the Charter.

**Sec. 12.08. Ordinances to Make Charter Effective.** The Council shall by ordinance make such regulations as may be necessary to carry out and make effective the provisions of this Charter.

**Sec. 12.09. Administrative Civil Penalties.** The Council may establish by ordinance a procedure for imposing an administrative civil penalty which shall not exceed twice the maximum fine amount authorized for misdemeanor offenses for violations of the City Code or violations authorized by state law for an administrative process. The procedure must provide for notice to the accused and for an opportunity to be heard by a neutral party, who may be a non-City employee. (Ord. 08-30)

**Sec. 12.10. Assessment of Unpaid Penalties.** The Council may provide by ordinance that unpaid administrative civil penalties the City imposes as a result of certain violations be assessed against the property that was the subject of or related to the subject matter of the penalties. The ordinance must provide that the City first attempted to obtain voluntary payment of the penalties. The ordinance must also require the City to give notice and an opportunity to be heard to the property owner listed on the official tax records before the assessments are imposed. The assessments must be collected like special assessments. (Ord. 08-30)

# **CITY OF WEST SAINT PAUL CHARTER COMMISSION**

## **BYLAWS**

### **ARTICLE I**

#### **NAME**

1.00 Name. The name of this organization shall be the West Saint Paul Charter Commission (Commission).

### **ARTICLE II**

#### **PURPOSE**

2.00 Purpose. The purpose of this organization shall be to consider the form of municipal government which best meets the needs of the people and to frame and amend a charter for the City of West Saint Paul (City) in furtherance of those purposes as provided by law.

### **ARTICLE III**

#### **MEMBERSHIP**

3.00 Qualifications. The Commission shall be composed of eleven (11) qualified voters of the City who have been appointed as provided by law.

3.01 Voting Rights. Each member of the Commission in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

3.02 Removal. Any member who fails to perform the duties of his office and has failed to attend four consecutive meetings without being excused by the Chairperson or the Commission shall be subject to removal by order of the chief judge of the district court of Dakota County upon certification of such facts to the court by the Commission.

3.03 Term. Charter Commission members shall hold office for a term of four years, and until their successors are appointed and qualify. Terms shall begin on March 1 and expire on the last day of February.

## **ARTICLE IV**

### **MEETINGS**

4.00 Regular Meetings. Regular meetings of the Commission shall be held at the City Hall. An annual organizational meeting shall be held between July and December of each year. All meetings of the Commission and any of its committees shall be open to the public.

4.01 Special Meetings. A special meeting of the Commission may be called for any purpose by the chairperson and must be called by the chairperson or any of the officers upon written request by any three or more members. Special meetings shall be held at the City Hall or such other public place as the Commission shall designate.

4.02 Quorum and Vote Requirements. (1) A quorum of six (6) members must be present to conduct business; (2) there must be an affirmative vote of no less than six (6) members to pass action on matters that would result in an amendment to the Charter, or remove an incumbent officer or adopt or amend bylaws; (3) there must be a majority vote of the quorum to pass any action not covered in items (1) and (2) herein; and (4) there must be an affirmative vote of no less than six (6) members to rescind action previously taken on matters that would result in an amendment to the Charter.

4.03 Adjourned Meetings. In the absence of a quorum, any meeting may be adjourned from time to time. If any meeting of the Commission is adjourned by reason thereof to another time or place, not less than two (2) days written notice of such adjourned meeting shall be given to all members.

4.04 Conduct of Meeting. In all matters not covered in Section 4.02 above, Robert's Rules of Order shall govern the conduct of Commission meetings.

4.05 Notice of Meetings. Written notice of any special meeting stating the time, place and the purpose shall be mailed at least eight (8) days prior to the meeting to each member of the Commission at the member's address shown on the records of the Commission. Notice of the time, place and purpose of any special meeting may be waived orally or in writing by any member. Such waiver may be given before or after the meeting and shall be filed with the secretary and entered on the records of the meeting. By attending the meeting and taking part therein without noting objection at the beginning of the meeting, a member shall be deemed to have waived objection to the notice.

4.06 Telephone Notice. Telephone calls reminding members of regular or special meetings are solely for convenience of members and failure of a member to receive a telephone call shall not be a valid excuse for an absence from a properly called meeting.

4.07 Statutory Meetings. Notwithstanding any provision of these bylaws to the contrary, the Commission shall be convened upon presentation of a petition signed by at least ten percent (10%) of the number of voters of the city as shown by the returns of the last annual municipal election or upon resolution approved by a majority of the governing body of the City requesting the Commission to convene.

4.08 Agenda. Unless the Commission shall otherwise determine, the agenda of the Commission meetings, except for special meetings, shall be as follows:

1. Commission administrative matters; i.e. approval of minutes, appointment of committees and committee chairperson, etc.
2. Reports from committees.

3. Introduction of proposed amendments.

4. Other business.

4.09 Distribution of Documents. The agenda and the minutes of each meeting shall be mailed or delivered to each member at least two (2) days in advance of the next scheduled meeting of the Commission and shall also be mailed to the City designated official newspaper.

## **ARTICLE V**

### **OFFICERS**

5.00 Officers. The officers of the Commission shall be a chairperson, a vice chairperson and a secretary.

5.01 Term. Officers shall be elected by the members annually at an organizational meeting held between July and December. The term of office of each officer shall be until the next regular election meeting of the succeeding year and until the election of a successor. An officer may be elected to successive terms without limitation.

5.02 Duties. The chairperson shall preside at meetings of the Commission, see that all orders and resolutions of the Commission are carried into effect, prepare and file the Commission's annual report and perform other duties prescribed by the Commission. The vice chairperson shall preside at the meetings in the absence of the chairperson. The secretary shall oversee keeping of the minutes of meetings and distribution of documents and minutes of meetings as provided in Section 4.09.

5.03 Resignation. Any officer may resign his office at any time. Such resignation shall be made in writing, submitted to the Chairperson and shall take effect upon such submission.

5.04 Removal. Any officer may be removed without any reason upon the affirmative vote of six (6) members.

## **ARTICLE VI**

### **COMMITTEES**

6.00 Committees. The Commission may establish such committees as it deems necessary to discharge its duties. The chairperson shall appoint the membership of such committees from members of the Commission and may, with the approval of the members, appoint nonmembers to such committees. The chairperson may designate as chairperson one of the committee members who is also a member of the Commission. A committee so designated shall report its recommendations to the Commission which may either accept, reject or modify said recommendations.

## **ARTICLE VII**

### **ATTORNEYS AND CONSULTANTS**

7.00 Employment. The Commission may employ attorneys, consultants, a secretary and other persons as necessary to assist the Commission in its work. Funding of Commission expenses shall be taken care of as provided by law.

## **ARTICLE VIII**

### **REPORTING REQUIREMENTS**

8.00 Annual Reports. The chairperson shall submit to the chief judge of the district court of Dakota County and to the Clerk of the City on or before December 31 of each year an annual report outlining the Commission's activities and accomplishments for the current calendar year. The annual report shall be mailed to the members fifteen (15) days prior to filing the report with the court.

8.01 Committee Reports. The reports of any committee shall be presented to the Commission prior to public dissemination.

**ARTICLE IX**  
**COMMISSION YEAR**

9.00 Commission Year. The Commission year will commence January 1 and terminate December 31 of each year.

**ARTICLE X**  
**ADOPTION AND AMENDMENTS**

10.00 Adoption and Amendments. The Commission may make, amend or repeal bylaws at any regular or special meeting of the Commission, provided, however, that after adoption of initial bylaws the text of any proposed amendment thereof shall be sent to members not less than eight (8) days in advance of the meeting at which action thereon is to be taken.

Section 5.01 Amended 2/13/97  
Sections 4.00 and 5.01 Amended 5/18/99  
Section 3.00 Amended 10/14/04  
Section 3.00 Amended 2/3/05  
Section 4.02 and 5.04 Amended 3/12/08  
Section 3.00, 4.02 and 5.04 Amended 5/3/12  
Section 3.03 added 12/1/15



On Motion of Clpn. Vitelli

Seconded by Clpn. Walker

ORDINANCE NO. 99-12

AN ORDINANCE AMENDING WEST ST. PAUL CITY CODE  
SECTION 300 BY ADDING A NEW SECTION 326  
ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY

THE CITY OF WEST ST. PAUL DOES ORDAIN:

SECTION 1. West St. Paul City Code section 300 is hereby amended to add a section 326 to read and provide as follows:

SECTION 326 – Economic Development Authority (EDA)

326.01. Establishment. An Economic Development Authority is hereby established with the powers and duties set forth herein.

326.03. Definitions. In this section, the following definitions apply:

- (a) “City” means the City of West St. Paul.
- (b) “Development” includes redevelopment and “developing” includes redeveloping.
- (c) “Commissioner” means a member of the EDA.

326.05. Membership. The EDA shall consist of the members of the City Council.

326.07. Meetings. The EDA shall meet as necessary. All meetings shall be open to the public.

326.09. Compensation and Reimbursement. A commissioner shall be paid for attending each regular or special meeting of the EDA in an amount to be determined by the City Council. In addition, commissioners may be reimbursed for actual expenses incurred in doing official business of the EDA. All money paid for compensation or reimbursement must be paid out of the EDA’s budget.

326.11. Staff, Services, Supplies. Subdivision 1. The EDA may utilize the staff services of the City’s Economic Development Director, and may employ an executive director, chief engineer, other technical expert and agents and other employees as it may require, and determine their duties, qualifications, and compensation.

Subd. 2. The EDA may contract for the services of consultants, agents, public accountants and other persons needed to perform its duties and exercise its powers.

Subd. 3. The EDA may use the legal services of the City Attorney.

Subd. 4. The EDA may purchase supplies and materials it needs to carry out its powers and duties.

Subd. 5. The EDA may use the City's offices, structures, space, clerical, engineering or other assistance.

Subd. 6. The EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

326.13. Conflict of Interest. An EDA member shall not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project.

326.15. Budget. Annually, the EDA shall send its budget to the City Council. The budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City for the next fiscal year. The needed amount is what is needed in excess of any expected receipts from other sources. The financial statements of the EDA must be prepared, audited, filed and published or posted in the same manner as required for the City.

326.17. Powers. Subdivision 1. The EDA may use the powers granted in Minn. Stat. §469.090 through 469.108 to carry out its purposes.

Subd. 2. Economic Development Districts. The EDA may create and define the boundaries of economic development districts at any place or places within the City if the district satisfies the requirements of Minn. Stat. §469.174 subdivision 10 and the district boundaries are contiguous. An economic development district shall be established if the EDA finds that it is proper and desirable to establish and develop within the district.

Subd. 3. Public Hearing. Prior to establishing an economic development district, the EDA must hold a public hearing. Notice of the public hearing shall be published in a daily newspaper of general circulation at least ten (10) days before the hearing.

Subd. 4. Acquisition of Property. An EDA may acquire by lease, purchase, gift, devise, or condemnation proceedings the needed right, title, and interest in property to create economic development districts. The EDA shall pay for the property out of money it receives under §469.090 to 469.108. The title to the property acquired by condemnation or purchase must be in fee simple, absolute. The EDA may accept an interest in property acquired in another way, subject to any condition of the grantor or donor, as long as the condition is consistent with the proper use of the property under Minn. Stat. §469.090 to 469.108. Property acquired, owned, leased, controlled, used, or occupied by the EDA for any purposes of this section is for public governmental and municipal purposes and is exempt from taxation by the state or by its political subdivisions. The exemption applies only while the EDA holds property for its own purpose. When the property is sold it becomes subject to taxation.

Subd. 5. Eminent Domain. The EDA may exercise the right of eminent domain under Minn. Stat. §117 or under West St. Paul Charter §9.01. The EDA may acquire in this way even if the property is already devoted to a public use, but only upon approval of the City Council. The EDA may take

possession of property to be condemned after it files a petition in condemnation proceedings describing the property. The EDA may abandon the condemnation before taking possession.

Subd. 6. **Contracts.** The EDA may make contracts for the purpose of carrying out the powers given to it in this section and Minn. Stat. §469.090 to 469.108.

326.19. **General Obligation Bonds.** The EDA may issue general obligation bonds in the principal amount authorized by four (4) votes of the City Council. The bonds may be issued in anticipation of income from any source. The bonds may be issued to secure funds needed to pay for acquired property or for other purposes in Minn. Stat. §469.090 to 469.108. Except as otherwise provided in this section, the issuance of the bonds is governed by Minn. Stat. §475. When issuing the bonds, the EDA is a municipal corporation.

### 326.21. **Revenue Bonds.**

Subd. 1. **Authority.** The EDA may decide by resolution to issue its revenue bonds either at one time or in series from time to time. The revenue bonds may be issued to provide money to pay to acquire land needed to operate the EDA, to purchase or construct facilities, to purchase, construct, install, or furnish capital equipment to operate a facility for economic development of any kind within the City, or to pay to extend, enlarge or improve a project under its control. The issued bonds may include the amount the EDA considers necessary to establish an initial reserve to pay principal and interest on the bonds. The EDA shall state in a resolution how the bonds and their attached interest coupons are to be executed. Revenue bonds may be issued pursuant to Minn. Stat. §469.103.

Subd. 2. **Not City Debt.** Revenue bonds issued under this section are not a debt of the City nor a pledge of the City's full faith and credit. The bonds are payable only from project revenue as described in this section. A revenue bond must contain on its face a statement to the effect that the EDA and the City do not have to pay the bond or the interest on it except from revenue and that the faith, credit, and taxing power of the City are not pledged to pay the principal of or the interest on the bond.

Subd. 3. **Tax Increment Bonds.** Obligations secured or payable from tax increment revenues and issued pursuant to this section or section 325.17 are subject to the provisions of Minn. Stat. §469.178.

### 326.23 **Sale of Property.**

Subd. 1. **Power.** The EDA may sell and convey property owned by it if it determines that sale and conveyance are in the best interests of the City and its people and that the transaction furthers its general plan of economic development.

Subd. 2. **Notice; hearing.** The EDA shall hold a hearing on the sale. Notice of the hearing shall be published in a newspaper of general circulation in the City at least ten (10) days before the hearing. The notice must include the following:

- (a) Description of the property to be sold;
- (b) Time and place of the hearing;
- (c) That the public may see the terms and conditions of the sale at the City Clerk's office;
- (d) That at the hearing the EDA will decide if the sale is advisable.

Subd. 3. Decision; Appeal. The EDA shall make its findings and decision on whether the sale is advisable and enter its decision on record within 30 days of the hearing. A taxpayer in the City may appeal the decision within 20 days of the decision, by filing a notice of appeal with the Dakota County District Court and serving the notice of the appeal on the secretary of the EDA. The only ground for appeal is that the action of the EDA was arbitrary, capricious, or contrary to law.

Subd. 4. One-Year Deadline. Within one year from the date of purchase, the purchaser shall devote the property to its intended use or begin work on the improvements to the property to devote it to that use. If the purchaser fails to do so, the EDA may cancel the sale and title to the property shall return to the EDA. The EDA may extend the time to comply with a condition if the purchaser has good cause. A purchaser shall not transfer title to the property within one year of purchase without consent of the EDA.

326.25. Advances by EDA. An EDA may advance its general fund money or its credit, or both, without interest, for the objects and purposes of Minn. Stat. §469.090 to 469.108. The advances must be repaid from the sale or lease, or both, of developed or redeveloped lands.

326.27. City May Levy Taxes for EDA.

Subd. 1. The City may, at the request of the EDA, levy a tax in any year for the benefit of the EDA. The tax must not be more than 0.01813 percent of taxable market value. The amount levied must be paid by the City Treasurer to the treasurer of the EDA, to be spent by the EDA.

Subd. 2. The City may increase its levy for EDA purposes under subdivision 1 in the following way:

- (a) The City Council passes a resolution stating the proposed amount of levy increase;
- (b) The City publishes the resolution together with a notice of public hearing on the resolution for two consecutive weeks in its official newspaper. The hearing must be held two to four weeks after the first publication;
- (c) After the hearing, the City Council may decide to take no action or may adopt a resolution authorizing the proposed increase or a lesser increase; and
- (d) A resolution authorizing an increase must be published in the City's official newspaper.

The resolution is not effective if a petition requesting a referendum on the resolution is filed with the City Clerk within 30 days of publication of the resolution. The petition must be signed by voters equaling five percent of the votes cast in the City in the last general election. The election must be held at a general or special election.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Ayes: 6

Nays: 0

Passed this 14th day of June, 1999.

/s/Michael P. Bisanz, Mayor

Attest: *Diane K. Meissner*  
Diane K. Meissner  
Deputy City Clerk

Introduced: April 26, 1999

Adopted: June 14, 1999

Published: June 20, 1999

Effective: June 20, 1999

# Affidavit of Publication

State of Minnesota

} ss.

County of Dakota

TONYA R. WHITEHEAD

, being duly sworn, on oath, says that he/she is the publisher or authorized agent and employee of the publisher of the newspaper known as SOUTH-WEST REVIEW, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07, and other applicable laws, as amended.

(B) The printed ORDINANCE 99-12

which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive weeks; it was first published on SUNDAY, the 20TH day of JUNE, 1999, and was thereafter printed and published on every \_\_\_\_\_ to and including \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 1999; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

\*ABCDEFGHIJKLMNOPQRSTUVWXYZ  
\*ABCDEFGHIJKLMNOPQRSTUVWXYZ  
\*abcdefghijklmnopqrstuvwxyz

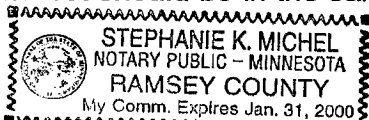
BY: Tonya R. Whitehead  
TITLE Bookkeeper

Subscribed and sworn to before me on this 21ST day of JUNE, 1999.

Stephanie Michel

Notary Public

\*Alphabet should be in the same size and kind of type as the notice.



## RATE INFORMATION

- (1) Lowest classified rate paid by commercial users for comparable space ..... \$18.70 per col. inch
- (2) Maximum rate allowed by law for the above matter ..... \$12.71 per col. inch
- (3) Rate actually charged for the above matter ..... \$ ..... per col. inch

## ORDINANCE NO. 00-38

AN ORDINANCE AMENDING  
WEST ST. PAUL CITY CODE SECTION 300  
REGARDING ADMINISTRATIVE CODE

The City Council of West St. Paul does ordain:

SECTION 1. AMENDMENT. West St. Paul City Code Section 300 is hereby amended as follows:

Section 300 – Administrative Code

300.01 Administrative Code. There is hereby established an Administrative Code for the purpose of dividing the administrative service of the City into departments and divisions, and defining their responsibilities.

300.03. Departmental Organization. There shall be the following departments and divisions in the City Administration headed by the Department Heads as indicated:

<u>Department</u>	<u>Head</u>
Executive	City Manager
City Clerk Department	City Clerk/Assistant City Manager
Finance Department	City Treasurer/Finance Director
Legal Department	City Attorney
Communications Department	Chief of Police
Police Department	Chief of Police
Patrol Division	
Detective Division	
Emergency Preparedness	
Fire Department	Fire Chief
Fire Prevention Division	
Parks and Recreation Department	Parks and Recreation Director
Public Works Department	Public Works Director
Engineering Division	
Maintenance Division	
Utility Division	
<del>[Inspection and Zoning Division]</del>	
<u>Community/ Economic Development Department</u>	<u>Community/Economic Development</u>
	<u>Director</u>
<u>Planning and Zoning</u>	
<u>Inspections</u>	
<u>Neighborhood Development</u>	
<u>Housing</u>	
<u>Economic Development</u>	

300.05. Executive Department. The Executive Department shall be responsible for the administration of all City functions, through the various department heads, within guidelines established by the City Council.

300.07. City Clerk Department. The City Clerk Department shall be responsible for the maintenance of public records, licenses and elections. The City Clerk Department shall also be responsible for assisting the Executive Department in the administration of all City functions.

300.09. Finance Department. The Finance Department shall be responsible for the administration of the financial activities of the City. The Finance Department shall have custody of all monies paid to the City and shall disburse City monies upon the warrant of the City Manager, base on City Council or Charter authorization.

300.11. Legal Department. The Legal Department shall provide legal services to the City for civil litigation and prosecution of misdemeanors. The Legal Department shall also act in an advisory capacity to the City Council, appointed committees and staff and assist with improvement projects.

300.13. Communications Department. The Communications Department shall be responsible for receiving calls and dispatching the appropriate department and equipment and maintaining proper records of all calls.

300.15. Police Department. Subdivision 1. The Police Department shall be responsible for maintaining law and order, preventing crime, protecting lives and property and enforcing Laws and Ordinances.

Subd. 2. Divisions. There shall be the following divisions within the Police Department:

- (a) Detective Division which shall be responsible for investigating all alleged criminal offenses and all alleged matters relating to juveniles.
- (b) Patrol Division which shall be responsible for the enforcement of traffic laws and ordinances, accident investigation and license inspection.
- (c) Emergency Preparedness Division which shall be responsible for preparing, implementing and maintaining an emergency preparedness plan for the City.

300.17. Fire Department. Subdivision 1. The Fire Department shall be responsible for the protection of life and property against fire.

Subd. 2. Divisions. There shall be the following division within the Fire Department:

- (a) Fire Prevention Division which shall be responsible for the prevention of fires and removal of Fire Hazards through enforcement of the Fire Prevention Code.



300.19. Parks and Recreation Department. The Parks and Recreation Department shall be responsible for Park Development and maintenance, recreational activity and facilities and tree conservation.

300.21. Public Works Department. Subdivision 1. The Public Works Department shall be responsible for the planning, design, maintenance and construction of streets and alleys, sanitary storm sewers, water distribution systems and other construction work in the City.

Subd. 2. Divisions. There shall be the following divisions within the Public Works Department:

- (a) Engineering Division which shall be responsible for the design and construction of all streets, alleys, sidewalks, storm and sanitary sewers and lift stations.
- (b) Maintenance Division which shall be responsible for the maintenance, cleaning and plowing of all improved streets and alleys and the maintenance and cleaning of all City owned storm sewers.
- (c) Utility Division which shall be responsible for the maintenance of all sanitary sewer and water utilities owned and operated by the City.

~~[(d) Inspection and Zoning Division shall be responsible for compliance with the Building Code and Zoning Ordinance in all buildings and structures constructed in the City.]~~

300.22. Community/Economic Development Department. Subdivision 1. The Community/Economic Development Department shall be responsible for overseeing planning, zoning, code enforcement, building inspection, economic and neighborhood development, and housing activities of the City, as well as other community and economic development responsibilities deemed appropriate by the City Manager.

Subd. 2. Divisions. There shall be the following divisions within the Community/Economic Development Department:

- (a) Planning and Zoning Division which shall be responsible for compliance with the City Code and Zoning Ordinance for all buildings and structures in the City and guiding the community in related matters.
- (b) Inspections Division which shall be responsible for enforcement and compliance with the Uniform Building Code, City Code and Zoning Ordinance.
- (c) Neighborhood Development Division which shall be responsible for community and neighborhood activities, programs and development.
- (d) Housing Division which shall be responsible for coordinating the removal or repair of substandard and functionally obsolete housing and develop opportunities for a broad range of housing to complement the development of residential structures and property.

- (e) Economic Development Division which shall be responsible for assisting the Economic Development Authority and any other economic development advisory committee in coordinating redevelopment efforts in the City.

300.23. Administrative Policy and Procedures. Subdivision 1. Duties. Each department head shall perform all duties required of his or her office by Charter, ordinance and laws, and shall perform such duties not in conflict therewith as may be assigned by the City Manager.

Subd. 2. Records. Each department head shall be responsible for the preservation of all public records under his or her jurisdiction and shall conform to the City system of filing and indexing same. No public record, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently unless authorized by law and by the City Manager.

Subd. 3. Authority and Responsibilities. Department heads:

- (a) Shall be responsible to the City Manager for effective administration of their departments and all activities assigned thereto.
- (b) Shall keep informed as to the latest practices in their particular fields and shall inaugurate, with the approval of the City Manager, such new practices as appear to be of the benefit to the service and to the public.
- (c) Shall submit reports of the activities of their departments as requested by the City Manager.
- (d) Shall establish and maintain a system of records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for the reports required by the City Manager.
- (e) May delegate to members of the departments or divisions under their direction such duties and responsibilities as may be deemed advisable, together with necessary authority for their fulfillment, but in no case may department heads delegate their over-all responsibility or any of their accountability.
- (f) May recommend to the City Manager the appointment, removal and disciplinary action of all subordinates under them.
- (g) Are responsible for the property custody and maintenance of all City property and equipment used in their departments.

Subd. 4. Aid to Other Departments. Department heads shall furnish services, labor, equipment or materials to other departments at the direction of the City Manager.

300.24. Assistant Finance Director. The Assistant Finance Director shall be directly under the Finance Director and shall be responsible for the functions of the Finance Department that are assigned by the Finance Director.

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this 11th day of September, 2000.

Ayes: 6 Nays: 0

/s/ Michael P. Bisanz, Mayor

Attest: *Diane K. Meissner*  
Diane K. Meissner  
Deputy City Clerk

Introduced: August 14, 2000  
Passed: September 11, 2000  
Published: September 17, 2000  
Effective: September 17, 2000

**BYLAWS OF THE  
WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY**  
(Revised 7/15/99, 8/26/99, 01/02/02, 1/07/08, 2/1/10, 4/2/12, 2/11/13, 3/5/13, 1/15/14)

**1. The Authority**

Section 1.1. Name of Authority. The name of the Authority shall be the West St. Paul Economic Development Authority (hereinafter, the “Authority”), and its governing body shall be called the Board of Commissioners (hereinafter, the “Board”).

Section 1.2. Office. The Principal office of the Authority shall be at Municipal Center, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

Section 1.3. Seal. The Authority shall have an official seal. The seal can be the City seal.

**2. Organization**

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary, and a Treasurer, and Assistant Treasurer. All officers shall be elected annually, at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

Section 2.2. President. The President shall preside at all meetings of the Board.

Section 2.3. Vice President. The Vice President shall preside at any meeting of the Board in the absence or due to the inability of the President.

Section 2.4. Repealed.

Section 2.5. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 4.3 herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority’s financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer. The Treasurer shall not have the authority to order goods or services except by written approval of the Executive Director. The Treasurer shall be the Mayor.

Section 2.6 Assistant Treasurer. The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled. The Assistant Treasurer shall not have the authority to order goods or services except by written

approval of the Executive Director. The Assistant Treasurer may be the City Finance Director.

Section 2.7. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.8. Executive Director. The Executive Director shall be designated from time to time by the Authority and shall be the chief appointed executive officer of the Authority. The Executive Director shall have the authority to carry out and execute the purposes of economic development within the powers given the EDA in Minn. Stat. §§469.090 to 469.108 for projects that have been approved by the Board, including, but not limited to directing or ordering the services of legal counsel, staff, consultants, vendors, appraisers, contractors, auditors, developers, or others as needed, and shall have such additional responsibilities and the authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

Section 2.9. Advisory Committees. The Authority may by resolution establish one or more advisory committee to the Authority.

### **3. Procedures of Board of Commissioners**

Section 3.1. Annual Meeting. The Board shall hold an annual meeting in January of each year and other meetings as called pursuant to Section 3.3.

Section 3.2. Repealed.

Section 3.3. Special meetings. Special meetings of the Board may be called by the President, any two Commissioners or by the Executive Director. The Executive Director or the Secretary shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum. A quorum of the Board shall consist of four Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

Section 3.7. A vote would pass with a majority of a quorum and no action would be taken on a tie vote.

Section 3.8. Commissioner Authority. Individually, Commissioners cannot bind, commit, or make promises, either verbal or written, to any person or business engaged in or pursuing activity related to economic development in the City. Commissioners should not engage in lengthy preliminary discussions regarding economic development inquiries, but should refer all such inquiries to the Executive Director. The Executive Director will determine if the information is appropriate for or sufficiently significant enough to bring it to the attention of the Board, at which time, the information will be shared with all members of the Board.

#### **4. Miscellaneous**

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. Treasurer's Bond. The Treasurer/Assistant Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and be filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that said bond must not exceed \$300,000.

Section 4.3 Checks. An Authority check must be signed by the Treasurer and the Assistant Treasurer. The check must state the name of the payee and the nature for which the check was issued.

Section 4.4. Financial Statement. The Authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.5. Report to the City. The Authority shall annually, at any time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4.6. Budget to City. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.7. Employees. The Authority may employ an Executive Director, chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.8. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.9. Supplies, Purchasing, Facilities and Services. The Authority may purchase the supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.10. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by an officer and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer may execute the document.

Section 4.11. Amendment of Bylaws. These Bylaws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

## Charter Commission

Overview: The Charter Commission considers what form of municipal government in West St. Paul best meets the needs of the residents in conjunction with the City Council. The commission frames and amends the charter document from which the city's form, powers, and procedures are outlined. Regular meetings of the commission are held at West St. Paul City Hall and an annual organizational meeting is held between July and December of each year.

## Economic Development Authority

### Mission

The West St. Paul Economic Development Authority (EDA) was established in 1999 in order to address business development opportunities and priorities in the City. The Economic Development Authority (EDA) acts to acquire, finance, and aid in the redevelopment of older and deteriorating properties. The Economic Development Authority (EDA) meets to establish priority areas and direct efforts of redevelopment.

## Environmental Committee

Overview: The Environmental Committee consists of nine members. Ex-Officio members include a City Council representative, a Park & Recreation Advisory Board representative, and a Planning Commission representative. Members are appointed for a term of three years.

Duties and functions include: The Environmental Committee is responsible for providing the residents of West St. Paul with opportunities to bring a comprehensive perspective to greening, sustainability and beautification issues. This includes improving the quality of the environment, adding to the beautification and aesthetic of the city.

## Parks & Recreation Advisory Committee

Overview: The Recreation and Parks Advisory Committee consists of seven voting members. Members are nominated by Councilmembers to ensure representation from the City's three Wards. Members are appointed for a term of two years.

Duties and functions include:

- ◦Acting in an advisory capacity to the City Council in matters pertaining to parks and recreation.
- ◦Performing fact-finding tasks as regarded by the city pertaining to park and recreation.
- ◦Cooperating with other governmental agencies and civic groups for excellent park and recreation planning and programing.
- ◦Making recommendations to the City Council on recreation program and service policies.
- ◦Taking periodic inventories of recreation services that exist or may be needed and making appropriate recommendations.



## Lower Mississippi River Watershed Organization (LMRWMO)

A joint powers agreement was executed on October 25, 1985, which established and empowered the Lower Mississippi River Watershed Management Organization (LMRWMO). The LMRWMO was formed in response to the requirements of the Metropolitan Surface Water Management Act (Minnesota Statutes 103B). The Act requires, among other things, the preparation and implementation of a watershed management plan every 10 years. The Minnesota Board of Water and Soil Resources, which has final approval authority for watershed plans, last approved the LMRWMO Watershed Management Plan in 2011.

The person interested in this Board Member position would have an appreciation for water quality and watershed management issues across municipal boundaries. You would also work on city-coordinated budgets, grant opportunities, education and technical components. This organization provides a valuable forum for the member cities to evaluate and resolve stormwater, environmental and drainage issues within the watershed. Cities that are part of the joint powers agreement include West St. Paul, South St. Paul, Mendota Heights, Inver Grove Heights, Lilydale and Sunfish Lake.

## NDC4 Cable Commission - Northern Dakota County Cable Communications Commission

**Our Mission Statement:** The mission of NDC4 is to serve its member cities by administering and enforcing the cable franchise ordinance, managing institutional programming and overseeing local community programming on their behalf.

NDC4 is a municipal joint powers cooperative formed in 1982 by the seven cities of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul.

To achieve our mission, we provide consumer protection services for cable subscribers and directly oversee government and educational programming (see our city meeting schedule) on Channels 18, 19, and 20. We also administer LOCAL community programming through our non-profit corporation, Town Square Television.

The cable commission consists of a city council and citizen representative from each of our member cities. Five of the fourteen commissioners are elected commission officers who form the Executive Committee. The full commission meets on the first Wednesday of every other month (February, April, June, August, October, and December), while the Executive Committee meets during the months in between. Full commission meetings are televised LIVE the first Wednesday of every other month at 7 p.m. on Government Channel 18.

# **West St Paul Long Term Strategic Vision**

## **Priority Areas**

- 1 Strategic Priority: Economic and Community Vitality**
  - **Long Term Goal:** West St Paul is committed to significantly increasing its economic strength in the region and working positively with the business/brokerage community to strategically enhance West St Paul's retail, office, and business environment.
    - **Strategies**
      - Revitalization of the Robert Street Economic Corridor with a focus on the major redevelopment areas, including Signal Hills, Town Center, and northern and southern Gateways.
      - Strengthen the economic strength and neighborhood vitality of the Smith Avenue Corridor from Dodd to Annapolis.
      - Enhanced collaboration and communication with the local and regional business community to build trust and support.
      - Strategically aligned public support and guidance to financially support justified needed and desired economic development projects
- 2 Strategic Priority: Safe and Vibrant Community**
  - **Long Term Goal:** West St Paul is focused on ensuring the safety, personal well-being, and overall quality of life of its residents, businesses, and visitors in order to maximize the return on their investment in the community.
    - **Strategies:**
      - Develop stronger and engaged relationship with the community's changing population
      - Ensure provision of excellent Police, Fire, and Emergency Medical Services
      - Well maintained sidewalks, trails, and programmed park system.
- 3 Strategic Priority: Connected, and Thriving Neighborhoods**
  - **Long Term Goal:** West St Paul is committed to strong, clean, and safe neighborhoods where people elect to (re)invest in their homes and join their neighbors in building community.
    - **Strategies**
      - Balanced Life Cycle Housing opportunities
      - Strong neighborhood connectedness and community engagement
      - Clear, contemporary, and transparent public support and guidance
- 4 Strategic Priority: Infrastructure and Community facilities**
  - **Long Term Goal:** West St Paul's infrastructure and public facilities meet the needs of the community, are well maintained and financially managed, and present themselves as strong and positive symbols of the community.
    - **Strategies**
      - Effective maintenance and upkeep of the local and regional street and utility infrastructure systems.
      - Well planned community and regional trail, transportation, and transit connections.
      - Public facilities that support the needs, expectations, and desires of the community.

- Effective partnerships with community organizations that build quality of life.

**5 Strategic Priority: Innovative and governance excellence**

- **Long Term Goal:** West St Paul will be recognized for its organizational excellence in the delivery of public services as well as effectively responding to the evolving needs and expectations of local government.
  - Strategies
    - Be financially responsible and strategic
    - Use technology to operate smarter
    - Be accountable and able to demonstrate progress and success
    - Remain a learning organization
    - Establish Strong community communication and engagement opportunities
    - Be creative, collaborative, and transparent

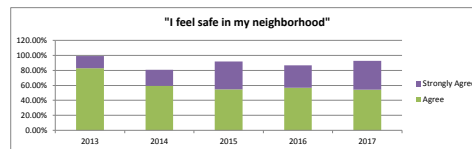
## Neighborhood Polls & Community Surveys

### Data

Measure	PM #	2013			2014			2015		
Residents perception of safety in their neighborhoods ("I feel safe in my neighborhood" - Agree/Strongly Agree) *For 2013 - "Do you feel safe in your immediate neighborhood walking alone at night?"	16a	Yes	No		Agree	Strongly Agree		Agree	Strongly Agree	
		83.00%	16.00%		59.55%	21.36%		54.60%	37.42%	
Residents perception of safety in all areas of the City ("There are areas in the community where I do not feel safe" - True/False)	16b	Yes	No					True	False	
		18.00%	81.00%					53.94%	46.06%	
Residents perception of the quality of service provided by the Police Department (Very Good/Excellent/Don't Know)	16c	Good	Excellent	DK	Good	Excellent	DK	Very Good	Excellent	DK
		59.00%	36.00%	1.00%	39.55%	40.45%	N/A	35.17%	44.34%	8.26%
Residents perception of the quality of service provided by the Fire Department (Very Good/Excellent/Don't Know)	17	Good	Excellent	DK	Good	Excellent	DK	Very Good	Excellent	DK
		57.00%	41.00%	3.00%	38.89%	48.15%	N/A	28.00%	44.62%	22.77%
Residents perception of the availability of recreational opportunities (Good/Very Good)	22							Good	Very Good	
								50.31%	16.15%	
Residents perception of the quality of recreation programs (Good/Very Good)	23	Good	Excellent					Good	Very Good	
		71.00%	16.00%					7.99%	58.47%	
Residents perception of their quality of life in West St. Paul overall (Very Good/Excellent)	32	Good	Excellent		Agree	Strongly Agree		Very Good	Excellent	
		70.00%	24.00%		56.82%	17.27%		52.62%	12.00%	
Residents perception of the quality of life in their neighborhood (Very Good/Excellent)	33	Good	Excellent					Very Good	Excellent	
		19.00%	68.00%					50.31%	21.43%	
Percentage of rating of overall performance of communicating key issues (Good/Very Good)	48	Good	Excellent							
		25.00%	69.00%							
City Newsletter - Where do you receive most of your information regarding the City?	51		Newsletter			Newsletter			Newsletter	
			41.00%			37.00%			42.68%	

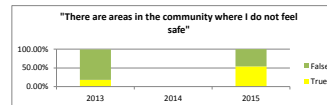
### Graphs

	2013	2014	2015	2016	2017
Agree	83.00%	59.55%	54.60%	57.02%	54.10%
Strongly Agree	16.00%	21.36%	37.42%	29.79%	38.80%



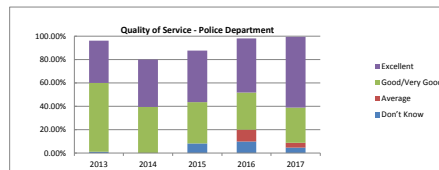
	2013	2014	2015
True	18.00%		53.94%
False	81.00%		46.06%

\*questions in 2014 were slightly different  
Did not repeat this question in 2016



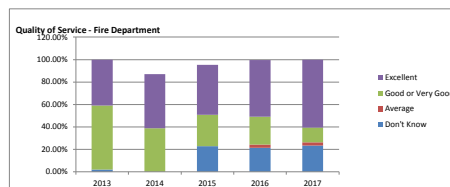
Quality of Service - Police Department					
	2013	2014	2015	2016	2017
Don't Know	1.00%		8.26%	10%	4.70%
Average			10%		4.10%
Good/Very Good	59.00%	39.55%	35.17%	31.67%	30%
Excellent	36.00%	40.45%	44.34%	46.25%	60.60%

\*questions in 2014 did not have Don't Know as an option  
Average was added in 2016



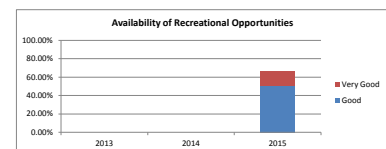
Quality of Service - Fire Department					
	2013	2014	2015	2016	2017
Don't Know	2.00%		22.77%	21.54%	23.50%
Average			2.85%		2.90%
Good or Very Good	57.00%	38.89%	28.00%	24.80%	12.90%
Excellent	41.00%	48.15%	44.62%	50.41%	60.60%

\*questions in 2014 did not have Don't Know as an option  
Average was added in 2016



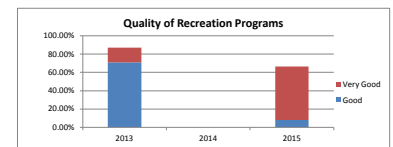
	2013	2014	2015
Good			50.31%
Very Good			16.15%

\*questions in 2013 & 2014 were slightly different  
No question in this area in 2016

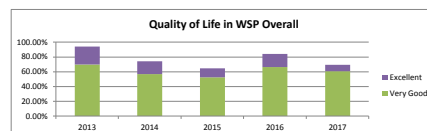


	2013	2014	2015
Good	71.00%		7.99%
Very Good	16.00%		58.47%

\*questions in 2014 were slightly different  
No question in this area in 2016

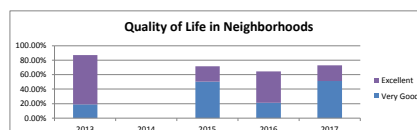


	2013	2014	2015	2016	2017
Very Good	70.00%	56.82%	52.62%	66.3%	60.80%
Excellent	24.00%	17.27%	12.00%	17.9%	8.80%



	2013	2014	2015	2016	2017
Very Good	19.00%		50.31%	20.95%	51.20%
Excellent	68.00%		21.43%	43.48%	21.80%

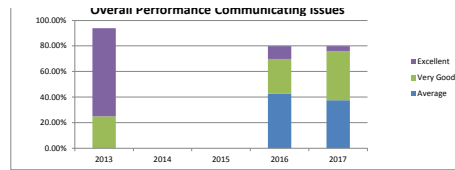
\*questions in 2014 were slightly different



### Overall Performance Communicating Issues

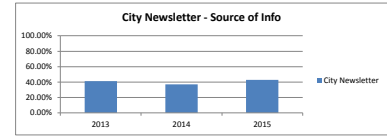
	2013	2014	2015	2016	2017
Average	0.00%	0.00%	0.00%	42.79%	37.50%
Very Good	25.00%	0.00%	0.00%	27.07%	38.70%
Excellent	69.00%	0.00%	0.00%	10.04%	3.60%

\*questions in 2014 & 2015 were slightly different



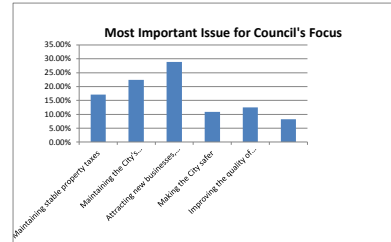
	2013	2014	2015
City Newsletter	41.00%	37.00%	42.68%

Most Serious Issue Facing West St. Paul  
2016



Most Important Thing the Council Should Focus On  
2016

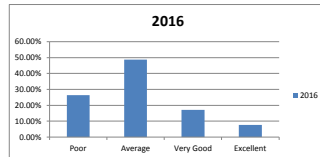
Maintaining stable property taxes	Maintaining the City's infrastructure	Attracting new businesses, including restaurants and retail stores	Making the City safer	Improving the quality of neighborhoods	Providing more sidewalks and bike trails
17.11%	22.41%	28.92%	10.84%	12.53%	8.19%



Most Important Issue when Selecting a Community to Live in  
2016

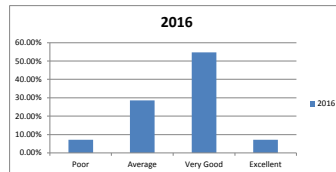
Resident Perception of Neighborhood Streets

	2016
Poor	26.42%
Average	48.78%
Very Good	17.07%
Excellent	7.72%



Quality of Parks and Trails

	2016
Poor	7.14%
Average	28.57%
Very Good	54.76%
Excellent	7.14%



# 2017 NEIGHBORHOOD MEETINGS SURVEY RESULTS

## QUESTION

## POSSIBLE RESPONSES

WARD 1 (24)

WARD 2 (46)

WARD 3 (47)

FINALE (17)

ONLINE (40)

TOTALS (174)

PERCENTAGES

**Is there anything that would prevent you from living in West St. Paul as long as you want to? (More than one response allowed.)**

No	15	24	26	13	19	97	49.0%
My home doesn't have what I need or isn't configured well	1	10	10	2	10	33	16.7%
Available housing isn't the right size	3	5	1	2	1	12	6.1%
No housing available if I need assisted living or nursing care	1	3	6	1	1	12	6.1%
Cannot afford housing alternatives that are available	1	8	2	1	0	12	6.1%
Other	3	6	12	2	9	32	16.2%
(TOTAL RESPONSES)						<b>198</b>	

**Is there anything preventing your kids (or grandkids) from living here when they move out? (More than one response allowed.)**

No	11	24	13	7	16	71	38.0%
Lack of starter homes to buy	1	3	5	1	2	12	6.4%
Lack of apartments or rental homes	0	2	2	0	0	4	2.1%
Housing is too expensive	2	1	2	1	3	9	4.8%
Housing isn't desirable for young people	3	16	13	6	10	48	25.7%
Other	7	5	14	6	11	43	23.0%
(TOTAL RESPONSES)						<b>187</b>	

**Is there anything preventing you from walking or biking where you want to go? (More than one response allowed.)**

No	3	7	9	3	8	30	8.4%
Lack of sidewalks	18	14	34	9	21	96	26.7%
Lack of bike lanes or trails	15	15	20	6	20	76	21.2%
Lack of crosswalks where I need them	8	3	22	2	10	45	12.5%
Major roads too large, busy or fast to cross	16	7	25	7	17	72	20.1%
Other	2	26	8	2	2	40	11.1%
(TOTAL RESPONSES)						<b>359</b>	

**I have lived in West St. Paul for:**

Less than 5 years	4	5	6	2	4	21	12.3%
5-10 years	1	7	8	1	11	28	16.4%
11-15 years	2	5	4	1	9	21	12.3%
Over 15 years	16	29	29	11	16	101	59.1%

		(TOTAL RESPONSES)					171	
Overall I would rate the quality of life in West St. Paul as:								
	Excellent	2	4	6	2	1	15	8.8%
	Very Good	14	27	32	12	19	104	60.8%
	Average	5	14	7	2	19	47	27.5%
	Poor	1	0	1	0	1	3	1.8%
	No Opinion	1	1	0	0	0	2	1.2%
		(TOTAL RESPONSES)					171	
I would rate the quality of life in my neighborhood as:								
	Excellent	6	11	11	5	4	37	21.8%
	Very Good	10	19	27	7	24	87	51.2%
	Average	5	9	6	5	10	35	20.6%
	Poor	2	3	0	0	2	7	4.1%
	No Opinion	1	2	1	0	0	4	2.4%
		(TOTAL RESPONSES)					170	
What do you think is the most serious issue facing the community today?								
	Nothing	0	0	0	0	0	0	0.0%
	Crime	3	7	0	1	10	21	12.4%
	Taxes	2	0	6	3	2	13	7.6%
	Aging Infrastructure	16	28	19	4	15	82	48.2%
	Jobs and Employment	1	0	2	1	1	5	2.9%
	Property Upkeep	3	4	7	5	8	27	15.9%
	Changing Demographics	1	6	10	1	4	22	12.9%
		(TOTAL RESPONSES)					170	
What do you think is the 2nd most serious issue facing the community today?								
	Nothing	1	3	1	1	3	9	5.4%
	Crime	1	7	2	4	6	20	12.0%
	Taxes	3	1	6	2	2	14	8.4%
	Aging Infrastructure	1	10	12	5	8	36	21.6%
	Jobs and Employment	0	6	3	0	6	15	9.0%
	Property Upkeep	11	11	15	3	10	50	29.9%
	Changing Demographics	5	6	6	1	5	23	13.8%
		(TOTAL RESPONSES)					167	
What is the most important consideration when selecting a community to live in?								
	Quality of schools	7	10	5	3	14	39	23.5%
	Taxes	3	0	2	1	2	8	4.8%
	Perception or image of the community	3	5	1	1	4	14	8.4%
	Proximity to shopping and restaurants	0	3	5	0	4	12	7.2%

Quality of Parks, Trails and Open Space	3	13	11	2	4	33	19.9%
Proximity to family and friends	1	2	8	4	2	17	10.2%
Proximity to employment	0	3	7	2	4	16	9.6%
Desired housing available	5	7	6	3	6	27	16.3%
(TOTAL RESPONSES)						<b>166</b>	

**What is the 2nd most important consideration when selecting a community to live in?**

Quality of schools	1	0	7	5	8	21	17.1%
Taxes	1	0	3	1	0	5	4.1%
Perception or image of the community	4	0	2	1	6	13	10.6%
Proximity to shopping and restaurants	6	0	8	1	5	20	16.3%
Quality of Parks, Trails and Open Space	5	0	8	1	12	26	21.1%
Proximity to family and friends	1	0	5	3	4	13	10.6%
Proximity to employment	2	0	5	0	4	11	8.9%
Desired housing available	3	0	6	4	1	14	11.4%
(TOTAL RESPONSES)						<b>123</b>	

**How would you rate the quality of service received from the Police Department?**

Excellent	14	31	26	12	20	103	60.6%
Good	8	10	16	2	15	51	30.0%
Average	2	2	0	1	2	7	4.1%
Poor	0	0	0	0	1	1	0.6%
Don't Know	0	2	3	1	2	8	4.7%
(TOTAL RESPONSES)						<b>170</b>	

**How would you rate the quality of service received from the Fire Department?**

Excellent	14	30	29	11	19	103	60.6%
Good	3	4	8	4	3	22	12.9%
Average	0	1	0	0	4	5	2.9%
Poor	0	0	0	0	0	0	0.0%
Don't Know	7	10	7	2	14	40	23.5%
(TOTAL RESPONSES)						<b>170</b>	

**I feel safe in my neighborhood:**

Strongly Agree	7	16	23	8	12	66	38.8%
Agree	13	25	23	7	24	92	54.1%
Disagree	2	4	1	1	4	12	7.1%
Strongly Disagree	0	0	0	0	0	0	0.0%
(TOTAL RESPONSES)						<b>170</b>	

**How would you rate the physical condition of the streets in your neighborhood?**

Excellent	2	2	2	1	2	9	5.3%
Very Good	6	11	15	5	9	46	27.2%



Average	11	13	12	6	16	58	34.3%
Poor	7	19	14	3	13	56	33.1%
No Opinion	0	0	0	0	0	0	0.0%
(TOTAL RESPONSES)						<b>169</b>	

**Which of the following is the top thing your City Council should focus on?**

Maintaining stable property taxes	4	4	5	3	2	18	10.4%
Maintaining the community's infrastructure	5	8	8	1	8	30	17.3%
Attracting new businesses including restaurants and retail stores	5	9	13	7	14	48	27.7%
Making the community safer	2	4	0	1	5	12	6.9%
Improving the quality of neighborhoods	5	5	2	2	3	17	9.8%
Providing more sidewalks and bike trails throughout the city	9	15	15	1	8	48	27.7%
(TOTAL RESPONSES)						<b>173</b>	

**Which of the following is the 2nd top thing your City Council should focus on?**

Maintaining stable property taxes	3	5	6	5	4	23	13.5%
Maintaining the community's infrastructure	8	9	8	4	12	41	24.0%
Attracting new businesses including restaurants and retail stores	3	12	15	4	6	40	23.4%
Making the community safer	1	1	0	0	4	6	3.5%
Improving the quality of neighborhoods	4	3	2	0	7	16	9.4%
Providing more sidewalks and bike trails throughout the city	6	14	15	3	7	45	26.3%
(TOTAL RESPONSES)						<b>171</b>	

**How well does the City communicate key issues to residents?**

Excellent	0	3	2	0	1	6	3.6%
Very Good	11	13	17	10	14	65	38.7%
Average	11	17	17	4	14	63	37.5%
Poor	1	11	8	2	10	32	19.0%
No Opinion	0	1	0	0	1	2	1.2%
(TOTAL RESPONSES)						<b>168</b>	

**How would you rate the quality of parks and trails in the City?**

Excellent	2	4	5	3	6	20	11.6%
Very Good	12	12	28	11	19	82	47.4%
Average	7	25	6	1	9	48	27.7%
Poor	6	2	4	0	5	17	9.8%
No Opinion	0	1	3	1	1	6	3.5%
(TOTAL RESPONSES)						<b>173</b>	